User Manual

For

My Portal

Table of Contents

My Portal 6
Search For 7
Add a Gadget 8
Using the HTML Editor 9
My ePortfolio 12
Contact Information 13
Updating Contact Information 15
Welcome Notes 16
Adding a Welcome Note 17
Editing a Welcome Note 18
Managing Access Keys 19
Viewing Changes 20
Pictures / Videos 21
Uploading a New Picture 23
Selecting an Avatar 24
Editing a Picture 25
Adding a New Video Link 26
Editing a Video Link 27
Managing Access Keys 28
QuickLinks 29
Creating QuickLinks 30
Editing QuickLinks 31
Managing Access Keys 32
Course QuickLinks 33
Adding Course QuickLinks 34
Group QuickLinks 35
Adding Group QuickLinks 36
Resume 37
Uploading a New Resume 38
Creating a New Resume 39
Using the Resume Wizard 40
Resume Wizard: Adding a Category 41
Resume Wizard: Editing a Category 42
Resume Wizard: Choose a Layout 48
Typing In a Resume 49
Saving a Resume as a File 50
Showcase 52
Adding a New Showcase Item 53
Editing a New Showcase Item 55
Managing Access Keys 57
Viewing Changes 58
Certifications 59
Adding a New Certification 60
Editing a Certification 62
Managing Access Keys 64

Viewing Changes 65
Publications 66
Adding a New Publication 67
Editing a Publication 68
Managing Access Keys 69
Viewing Changes 70
News 71
Adding a News Item 72
Editing a News Item 73
Blog 74
Adding a New Entry 76
Editing an Entry 77
Adding a Comment 78
Access Keys 79
Adding a New Access Key 80
Editing an Access Key 81
Options 82
Menu/Tool Options: Editing a Menu/Tool 84
Custom Menu Items 85
Custom Menu Items: Adding a Custom Menu 86
Custom Menu Items: Editing a Custom Menu 87
Custom Menu Items: Managing Access Keys 88
Custom Menu Items: Viewing Changes 89
ePortfolio Parking/Hiding 90
QuickNote Hiding 91
Interests 92
Themes 94
Preview ePortfolio 95
Groups 96
Creating a Group 97
Search Groups 98
Groups I am a Member Of 99
Groups I am Invited to 100
Requesting Membership to a Group 101
Groups I Have Requested 102
Deleted Groups 103
Courses 104
Archived Courses 105
Courses Open to My Institution 106
Courses Open to All Epsilen 107
Course License Status 109
Calendar 110
Adding an Event 112
Editing an Event 113
Searching Events 114
Sharing a Calendar 115
Viewing a Shared Calendar 116

Changing Calendar Settings 117
Importing a Calendar 118
Epsilen Learning Matrix 119
My Matrix 120
Creating a New Matrix 121
Editing a Matrix 122
Editing Matrix Access Keys 123
Editing a Matrix Cell / Managing Objects 124
Adding/Editing an Object: Upload a New File 126
Adding/Editing an Object: Select an Existing File 127
Adding/Editing an Object: URL (Web Address) 129
Adding/Editing an Object: Course 130
Adding/Editing an Object: Internship 131
Adding an Object: Reflection 132
Editing a Principle Reflection 133
Epsilen Mail 134
Sending a New Message 137
Viewing a Message 138
Downloading an Attachment 139
Replying To/Forwarding a Message 140
Save Mail Forwarding Options 141
Configuring Cell Phone Forwarding 142
Save Alert Forwarding Options 143
Files/Folders 144
Creating a Folder 146
Editing a Folder 147
Uploading a File 148
Sharing a File/Folder 149
Managing File Comments 150
Managing File Reflections 151
Sending a File 152
Copying a File 153
Editing a File 154
My Networks 155
Creating a Network 156
Editing a Network 157
Adding a Network Member 158
Viewing a Network 159
Editing/Moving a Network Member 160
ShareIt 161
Sharing a New Object 163
Editing an Object 165
Sending a ShareIt Object 167
Managing Object Reflections 168
Viewing Assessed Objects 169
Review Objects 170
Review an Object 171

Take Notes 172
Creating a New Note 173
Editing a Note 174
Sending a Note 175
Time Tracker 178
Adding a New Book 179
Adding a New Entry 180
Editing an Entry 181
Printing a Book 182
Rubrics 183
Creating a Rubric 184
Editing a Rubric 186
Bookmarked Rubrics 188
Searching for Rubrics 189
Assigning a Rubric to Lessons 190
Visitors 191
Adding a Network Member 192
Content Repository 193
Help / FAQ 194
Viewing/Rating a Help/FAQ Item 195
Requesting Help from the Help Desk 196
Change Password 197
Changing Your Password 197
Show/Hide Tools 198
Showing/Hiding Tools 198
Epsilen Points 199
Invite New Members 200
Sending an Invitation 200
Change Security Q/A 201
Changing Security Q/A 202
Disable Menu Tips 203

My Portal

Description

The **My Portal** tool is used to customize and arrange how you wish your Epsilen ePortfolio to display selected gadgets and features on your My Portal page. Note: Default gadgets may not be removed.

Purpose

By customizing the display of selected gadgets and features on your My Portal page, you can streamline your access to each. You can always rearrange your My Portal page should you require other gadgets or features to be displayed.

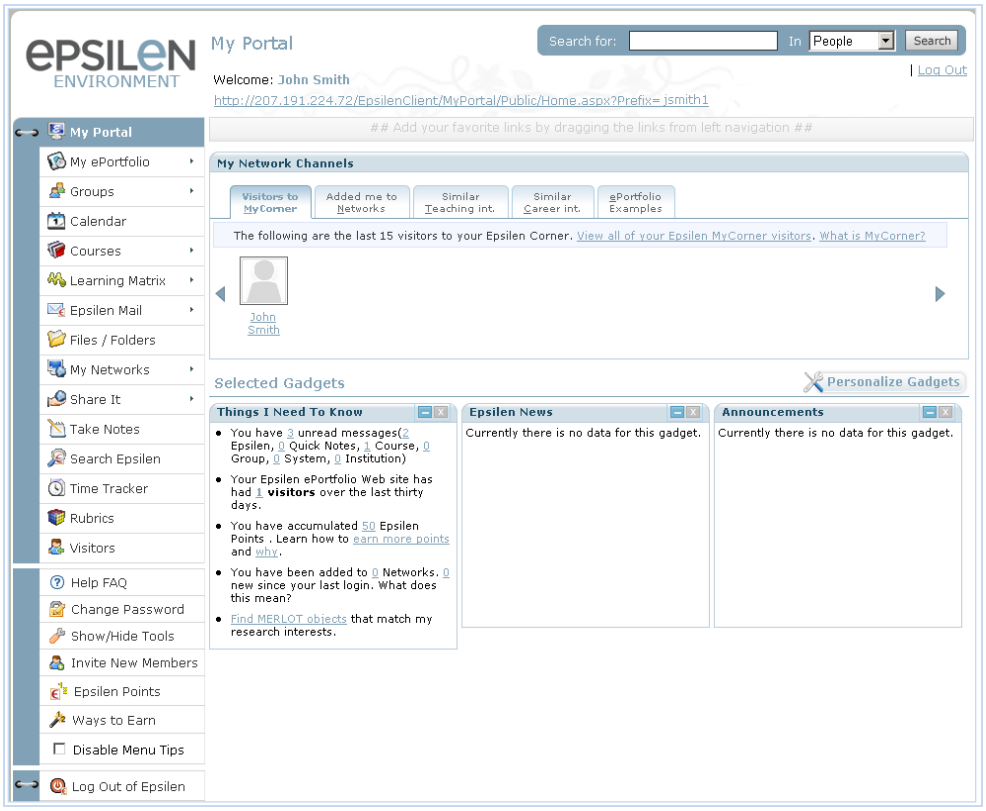

EPSILEN ENVIRONMENT
My Portal
Search for:
In People
Search
Log Out
Welcome: John Smith
http://207.191.224.72/EpsilenClient/MyPortal/Public/Home.aspx?Prefix=jsmith1
My Portal
My ePortfolio
Groups
Calendar
Courses
Learning Matrix
Epsilen Mail
Files / Folders
My Networks
Share It
Take Notes
Search Epsilen
Time Tracker
Rubrics
Visitors
Help FAQ
Change Password
Show/Hide Tools
Invite New Members
Epsilen Points
Ways to Earn
Disable Menu Tips
Log Out of Epsilen
Add your favorite links by dragging the links from left navigation
My Network Channels
Visitors to MyCorner
Added me to Networks
Similar Teaching int.
Similar Career int.
ePortfolio Examples
The following are the last 15 visitors to your Epsilen Corner. View all of your Epsilen MyCorner visitors. What is MyCorner?
John Smith
Selected Gadgets
Personalize Gadgets
Things I Need To Know
You have 3 unread messages(2 Epsilen, 0 Quick Notes, 1 Course, 0 Group, 0 System, 0 Institution)
Your Epsilen ePortfolio Web site has had 1 visitors over the last thirty days.
You have accumulated 50 Epsilen Points . Learn how to earn more points and why.
You have been added to 0 Networks. 0 new since your last login. What does this mean?
Find MERLOT objects that match my research interests.
Epsilen News
Currently there is no data for this gadget.
Announcements
Currently there is no data for this gadget.

Figure 1

Definitions

Search for allows you to find Epsilen members, Courses, Groups and other areas of interest.

My Network Channels allows you to view other Epsilen members who have visited your MyCorner page, added you to their Networks, share the same Interests or have been added to the Epsilen ePortfolio Examples list.

Selected Gadgets allows you to quickly view your unread messages, ePortfolio Web site visitors, Epsilen Points you have earned, who has added you to their Networks, recent Epsilen News and Announcements from your Institution Administrator, and to easily add other gadgets of your choice.

Personalize Gadgets allows you to add or remove gadgets from your My Portal page.

Minimize Gadget: Clicking the minus sign allows you to hide the content of a particular gadget if you no longer wish to see its content.

Restore Gadget: Clicking the diagonal arrow allows you to show the content of a particular gadget that has been minimized if you no longer wish to see its content.

Remove Gadget: Clicking the X allows you to remove a gadget from your My Portal page. Default gadgets such as **Things I Need To Know**, **Epsilen News** and **Announcements** may not be removed.

Arrange Gadgets: Clicking a gadget and dragging it to a different location within the **Selected Gadgets** section allows you to arrange your gadgets differently on the page.

Search For

To conduct a search

1. Enter your search criteria in the **Search For** field.
2. Select your search type (**People, Courses, Institutions, Groups, Objects** or **Interests**) from the menu provided (see Figure 2).

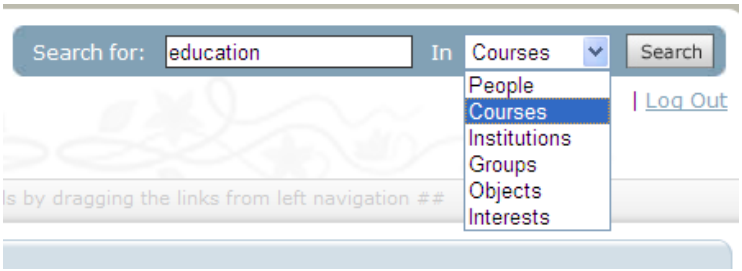


Figure 2

3. Click **Search**.
4. A pop-up window will appear with the results of your search (see Figure 3). To further refine the results, click **Advanced Search**.

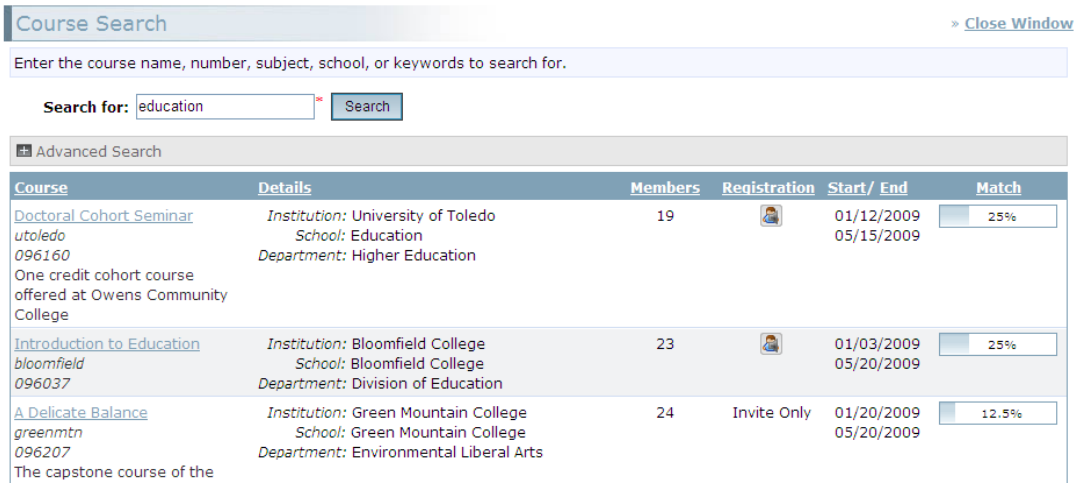


Figure 3

Add a Gadget

To Add a Gadget

1. Click the **Personalize Gadgets** button.
2. Select a category to search for gadgets within that category and click the **Search Category** button.
3. Click the **Add to Home Page** button to add a gadget to your My Portal page. You will remain on the **Add Gadgets** page where you will see a message stating that the gadget was successfully added to your **My Portal** page.

Figure 4 displays the Add Gadgets screen.

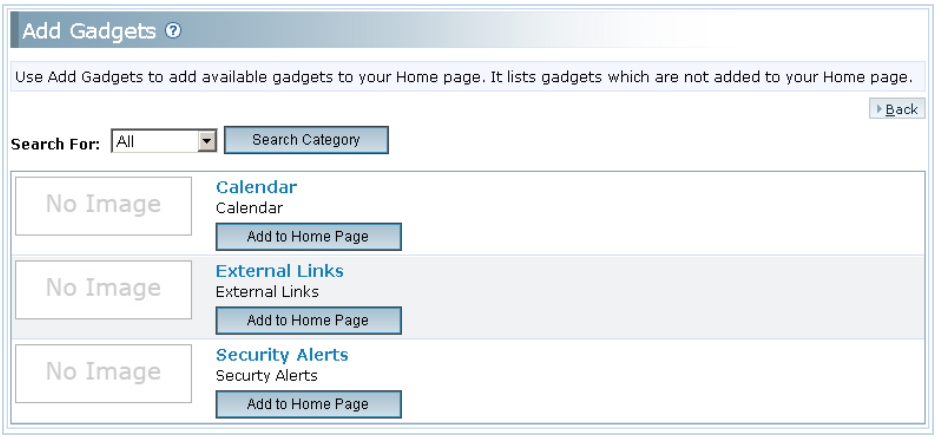


Figure 4

Using the HTML Editor

Description

The HTML editor allows you to create a rich-text environment. It is used throughout Epsilen for your convenience in entering text and/or HTML content to achieve your intended results.

Figure 1 displays the HTML editor.

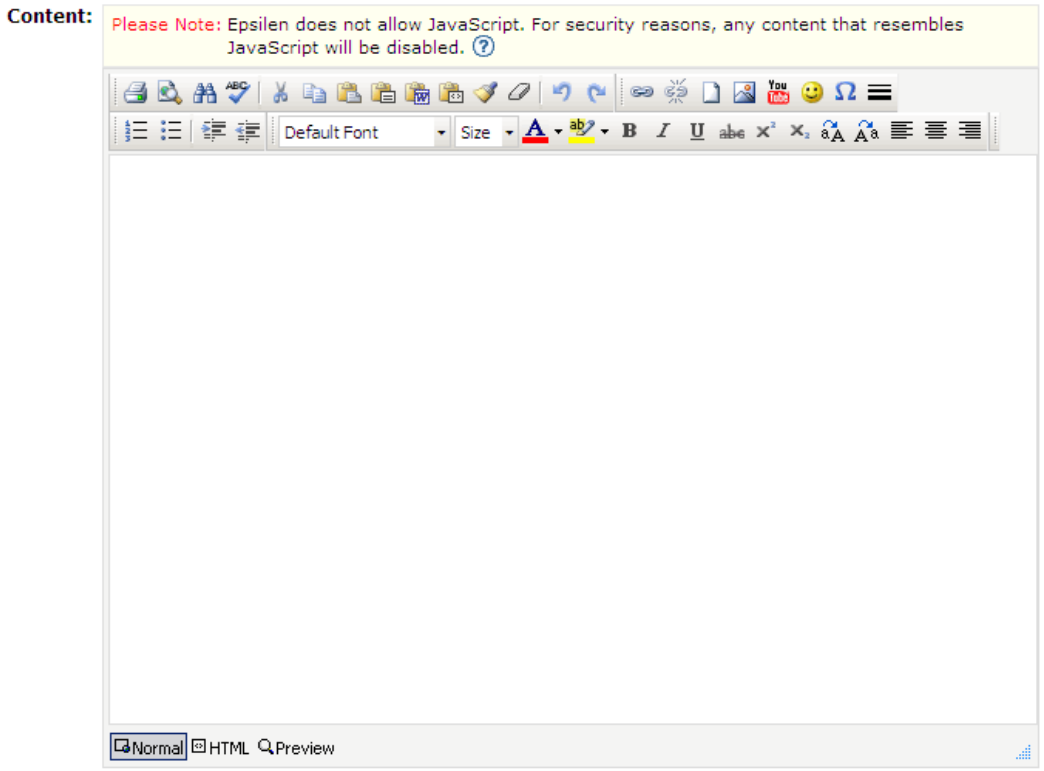


Figure 1

Definitions

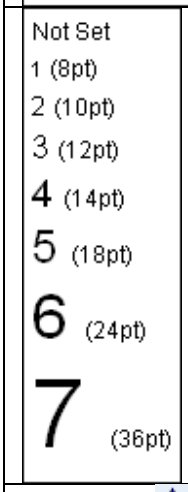
Normal View allows you to type, add content and edit content.

HTML View allows you to type and add HTML markup to the content.

Preview View allows you to see the content as it would appear to your users. In this view, the content is not editable.

The function of each button in the HTML editor is described in the following table.

Button	Function
	Print the content in the HTML editor.
	Preview the content in the HTML editor by opening a popup window.
	Find and replace the specified text.
	Spell-check the content.
	Cut the specified content.
	Copy content from the HTML editor.
	Paste content into the HTML editor.
	Paste plain text into the HTML editor.
	Paste text from Microsoft Word into the HTML editor.
	Paste as HTML content.
	Clean up HTML (remove tags, etc.).
	Remove formatting.
	Undo last action.
	Redo last (undone) action.
	Insert a hyperlink.
	Remove hyperlink functionality from selected text.
	Insert a file.
	Insert an image.
	Embed a YouTube video.
	Insert an emoticon (smiley).
	Insert a special character.
	Insert a horizontal line.
	Insert numbered list.
	Insert bulleted list.
	Indent text.
	Outdent text.

	Select desired font.
	Select desired text size.
	Change color of selected text.
	Highlight selected text.
B	Boldface selected text.
I	Italicize selected text.
U	Underline selected text.
~~abc~~	Strikethrough text.
x^2	Superscript text.
x_2	Subscript text.
	Convert text to upper case.
	Convert text to lower case.
	Left-justify text.
	Center text.
	Right-justify text.

My ePortfolio

The tools available under the My ePortfolio button allow you to customize the information that is visible or accessible on your public ePortfolio page. Clicking the My ePortfolio button opens the submenu which includes these options.

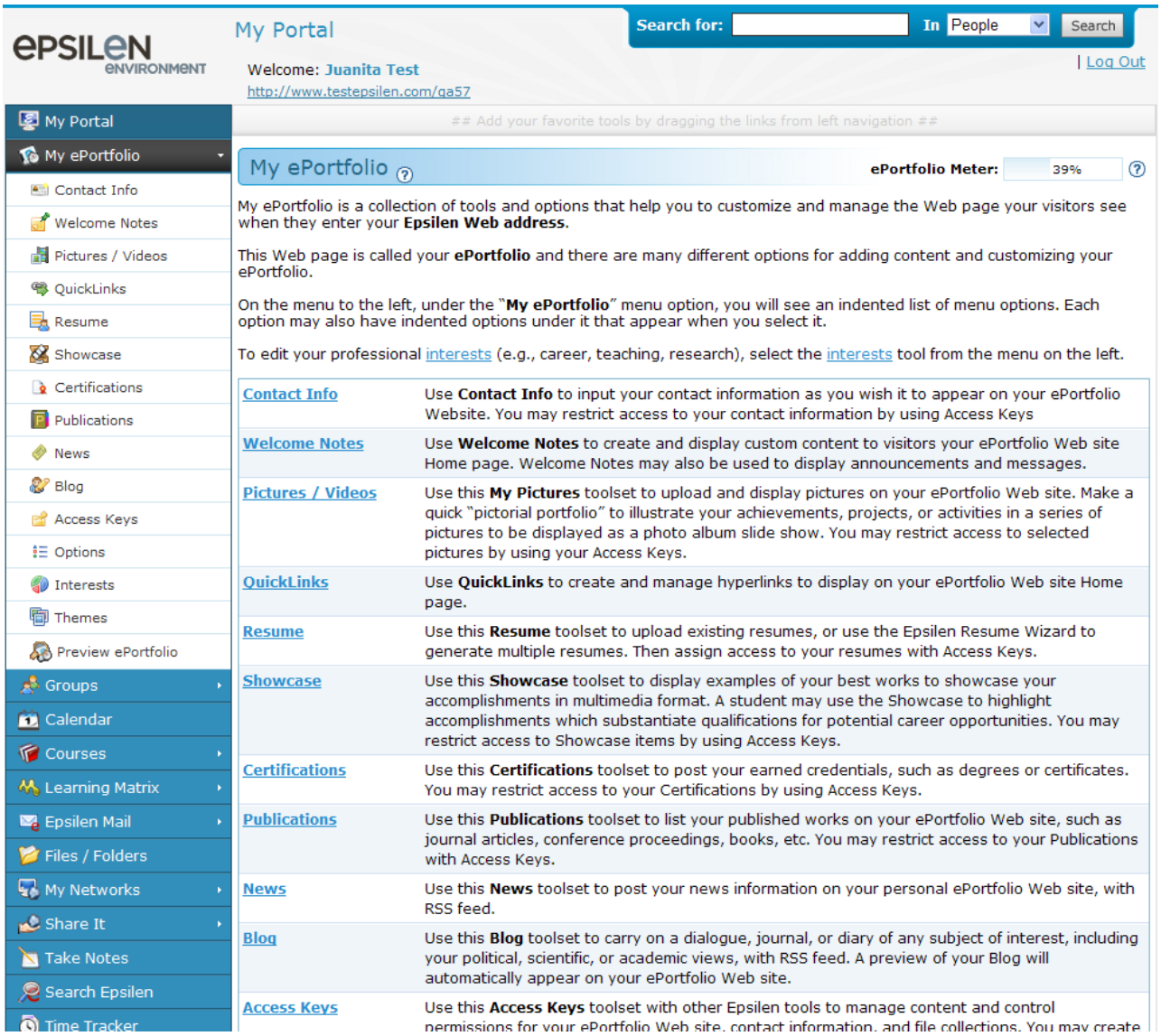

EPSILEN ENVIRONMENT
My Portal
Search for:
In People
Search
Welcome: Juanita Test
http://www.testepsilen.com/qa57
Log Out
My Portal
My ePortfolio
Contact Info
Welcome Notes
Pictures / Videos
QuickLinks
Resume
Showcase
Certifications
Publications
News
Blog
Access Keys
Options
Interests
Themes
Preview ePortfolio
Groups
Calendar
Courses
Learning Matrix
Epsilen Mail
Files / Folders
My Networks
Share It
Take Notes
Search Epsilen
Time Tracker
Add your favorite tools by dragging the links from left navigation
My ePortfolio
ePortfolio Meter: 39%
My ePortfolio is a collection of tools and options that help you to customize and manage the Web page your visitors see when they enter your Epsilen Web address.
This Web page is called your ePortfolio and there are many different options for adding content and customizing your ePortfolio.
On the menu to the left, under the "My ePortfolio" menu option, you will see an indented list of menu options. Each option may also have indented options under it that appear when you select it.
To edit your professional interests (e.g., career, teaching, research), select the interests tool from the menu on the left.
Contact Info
Use Contact Info to input your contact information as you wish it to appear on your ePortfolio Website. You may restrict access to your contact information by using Access Keys
Welcome Notes
Use Welcome Notes to create and display custom content to visitors your ePortfolio Web site Home page. Welcome Notes may also be used to display announcements and messages.
Pictures / Videos
Use this My Pictures toolset to upload and display pictures on your ePortfolio Web site. Make a quick "pictorial portfolio" to illustrate your achievements, projects, or activities in a series of pictures to be displayed as a photo album slide show. You may restrict access to selected pictures by using your Access Keys.
QuickLinks
Use QuickLinks to create and manage hyperlinks to display on your ePortfolio Web site Home page.
Resume
Use this Resume toolset to upload existing resumes, or use the Epsilen Resume Wizard to generate multiple resumes. Then assign access to your resumes with Access Keys.
Showcase
Use this Showcase toolset to display examples of your best works to showcase your accomplishments in multimedia format. A student may use the Showcase to highlight accomplishments which substantiate qualifications for potential career opportunities. You may restrict access to Showcase items by using Access Keys.
Certifications
Use this Certifications toolset to post your earned credentials, such as degrees or certificates. You may restrict access to your Certifications by using Access Keys.
Publications
Use this Publications toolset to list your published works on your ePortfolio Web site, such as journal articles, conference proceedings, books, etc. You may restrict access to your Publications with Access Keys.
News
Use this News toolset to post your news information on your personal ePortfolio Web site, with RSS feed.
Blog
Use this Blog toolset to carry on a dialogue, journal, or diary of any subject of interest, including your political, scientific, or academic views, with RSS feed. A preview of your Blog will automatically appear on your ePortfolio Web site.
Access Keys
Use this Access Keys toolset with other Epsilen tools to manage content and control permissions for your ePortfolio Web site, contact information, and file collections. You may create

Figure 1

Contact Information

Description

Contact Information is the online form where you will enter your name, email address, city and state where you live, etc. All information except your name can be restricted by you as to who may view it on your Public ePortfolio, so you have the ability to select what information you wish to display and to whom. You also have the option to enter demographic information which may be used to provide better or more services to our users.

Purpose

The purpose of displaying your Contact Information is to allow visitors to your Public ePortfolio to reach out to you for professional, collaborative or social interaction.

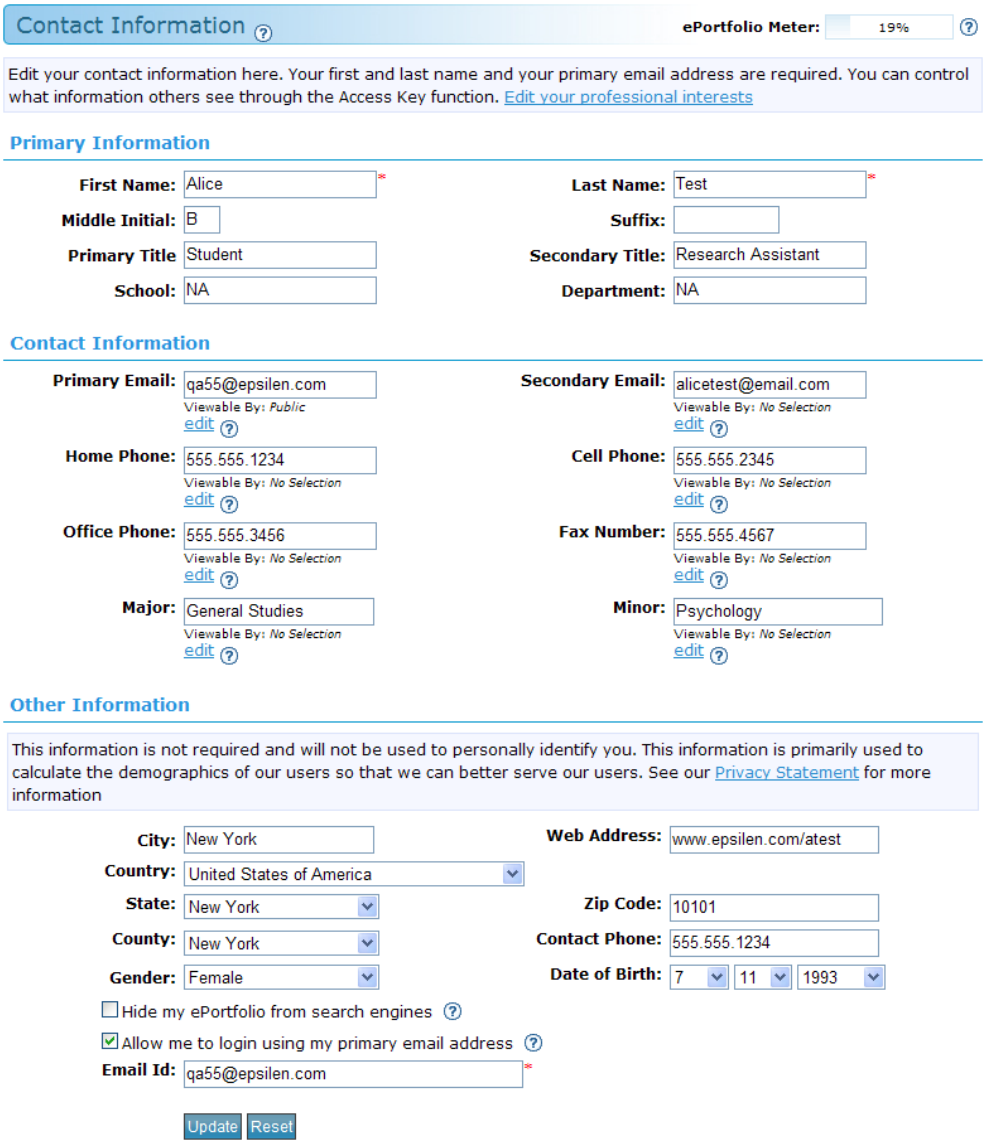

Contact Information
ePortfolio Meter: 19%
Edit your contact information here. Your first and last name and your primary email address are required. You can control what information others see through the Access Key function. Edit your professional interests
Primary Information
First Name: Alice
Last Name: Test
Middle Initial: B
Suffix:
Primary Title: Student
Secondary Title: Research Assistant
School: NA
Department: NA
Contact Information
Primary Email: qa55@epsilen.com
Viewable By: Public
edit
Secondary Email: alicetest@email.com
Viewable By: No Selection
edit
Home Phone: 555.555.1234
Viewable By: No Selection
edit
Cell Phone: 555.555.2345
Viewable By: No Selection
edit
Office Phone: 555.555.3456
Viewable By: No Selection
edit
Fax Number: 555.555.4567
Viewable By: No Selection
edit
Major: General Studies
Viewable By: No Selection
edit
Minor: Psychology
Viewable By: No Selection
edit
Other Information
This information is not required and will not be used to personally identify you. This information is primarily used to calculate the demographics of our users so that we can better serve our users. See our Privacy Statement for more information
City: New York
Web Address: www.epsilen.com/atest
Country: United States of America
State: New York
Zip Code: 10101
County: New York
Contact Phone: 555.555.1234
Gender: Female
Date of Birth: 7 11 1993
Hide my ePortfolio from search engines
Allow me to login using my primary email address
Email Id: qa55@epsilen.com
Update
Reset

Figure 1

Epsilen members who select the Educator role when creating their accounts will also have the option to indicate which grade(s) or level they teach in the Select Grades Taught section.

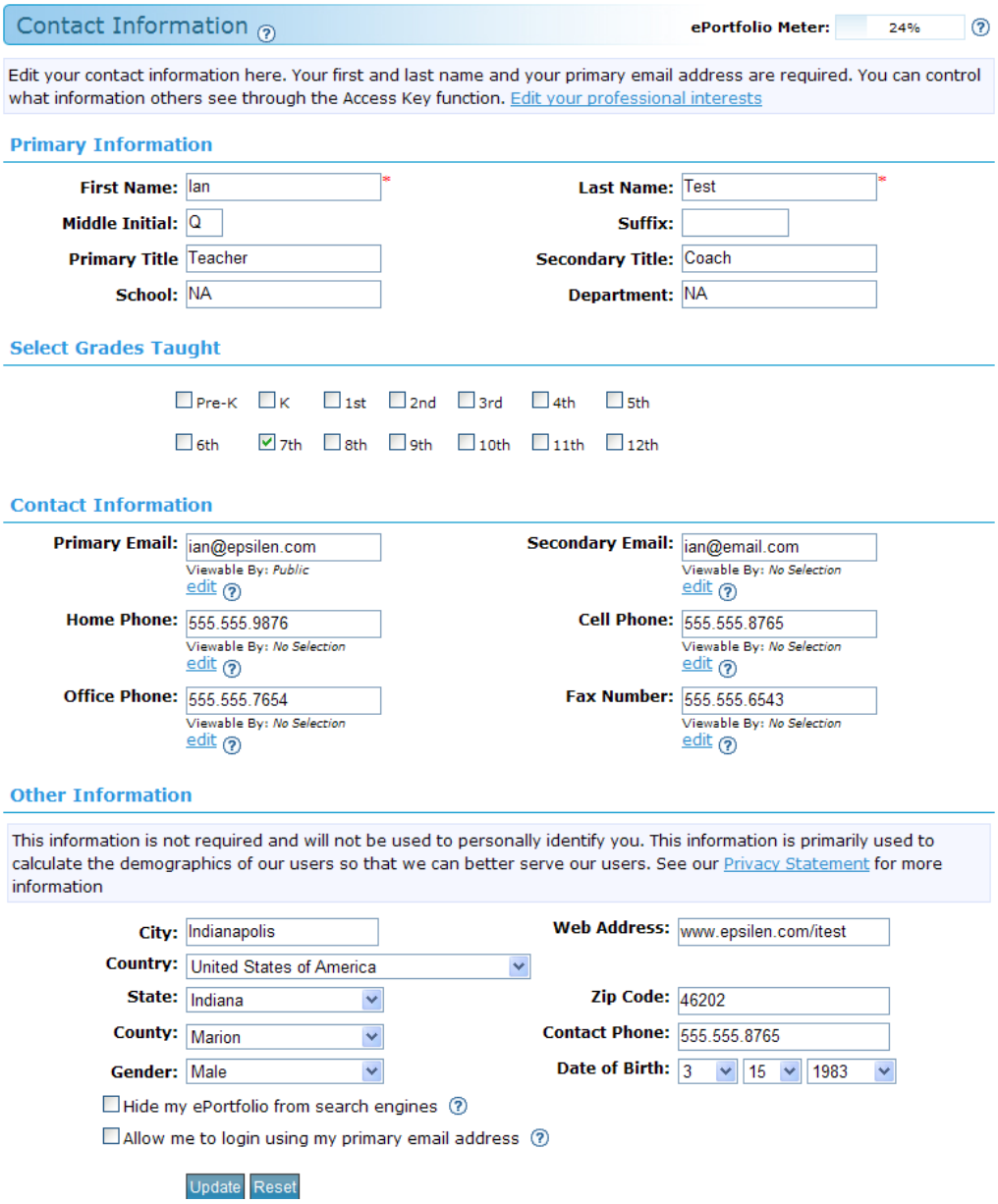

Contact Information
ePortfolio Meter: 24%
Edit your contact information here. Your first and last name and your primary email address are required. You can control what information others see through the Access Key function. Edit your professional interests
Primary Information
First Name: Ian
Last Name: Test
Middle Initial: Q
Suffix:
Primary Title Teacher
Secondary Title: Coach
School: NA
Department: NA
Select Grades Taught
Pre-K K 1st 2nd 3rd 4th 5th
6th 7th 8th 9th 10th 11th 12th
Contact Information
Primary Email: ian@epsilen.com
Viewable By: Public
edit
Secondary Email: ian@email.com
Viewable By: No Selection
edit
Home Phone: 555.555.9876
Viewable By: No Selection
edit
Cell Phone: 555.555.8765
Viewable By: No Selection
edit
Office Phone: 555.555.7654
Viewable By: No Selection
edit
Fax Number: 555.555.6543
Viewable By: No Selection
edit
Other Information
This information is not required and will not be used to personally identify you. This information is primarily used to calculate the demographics of our users so that we can better serve our users. See our Privacy Statement for more information
City: Indianapolis
Web Address: www.epsilen.com/itest
Country: United States of America
State: Indiana
Zip Code: 46202
County: Marion
Contact Phone: 555.555.8765
Gender: Male
Date of Birth: 3 15 1983
Hide my ePortfolio from search engines
Allow me to login using my primary email address
Update
Reset

Figure 2

Definitions

Edit: Clicking the **Edit** link allows you to assign Access Key permissions for that item of your contact information.

Update: Clicking the **Update** button allows you to save changes to your personal information.

Reset: Clicking the **Reset** button will return your personal information to the values previously saved, removing any changes you may have made without saving.

Updating Contact Information

To update your Contact Information

1. Complete the fields/choices as described in the following table:

Field	Function
First Name	Your first name.
Last Name	Your last name.
Middle Initial	Your middle initial.
Suffix	If your full name includes a suffix (e.g., Sr., Jr., III), you may include it here.
Primary Title	Your Primary Title will be listed beneath your name on your Public ePortfolio and in other places throughout Epsilen (e.g., Associate Faculty, Professor, Student, etc.)
Secondary Title	Your Secondary Title will be listed beneath your name and Primary Title on your Public ePortfolio and in other places throughout Epsilen. Ex: Professor of Informatics
Primary Email	Your Primary Email is the principal address where your email is directed.
Secondary Email	Your Secondary Email is an alternate address where your email may be directed.
Home Phone	Your home phone number.
Cell Phone	Your cell phone number.
Office Phone	Your office phone number.
Fax Number	Your fax number.
City	The city in which you live.
Web Address	The URL of your personal Web site.
Country	The country in which you live.
State	The state in which you live.
Zip Code	The zip code for where you live.
County	The county in which you live.
Contact Phone	Your Contact Phone is the principal phone number where you can be reached.
Gender	Indicate your gender, male or female.
Date of Birth	The date you were born.

2. Click the **edit** link for each field in the "Contact Information" section to assign Access Key permissions.
3. When you have finished filling out the information, click the **Update** button.

Welcome Notes

Description

Use the **Welcome Notes** tool to share one or more Welcome Notes with visitors to an Epsilen ePortfolio. Welcome Notes can present as much or as little information as is desired, and announcements or messages can be displayed on an ePortfolio site using the tool. Use the text editor or author your own HTML to customize Welcome Note format. Access Keys are used to change how this information is presented to different audiences.

Purpose

The Welcome Notes tool provides information about a user so other Epsilen members can learn more about and possibly network with that user. Access Keys can be applied to limit access to particular Welcome Notes.

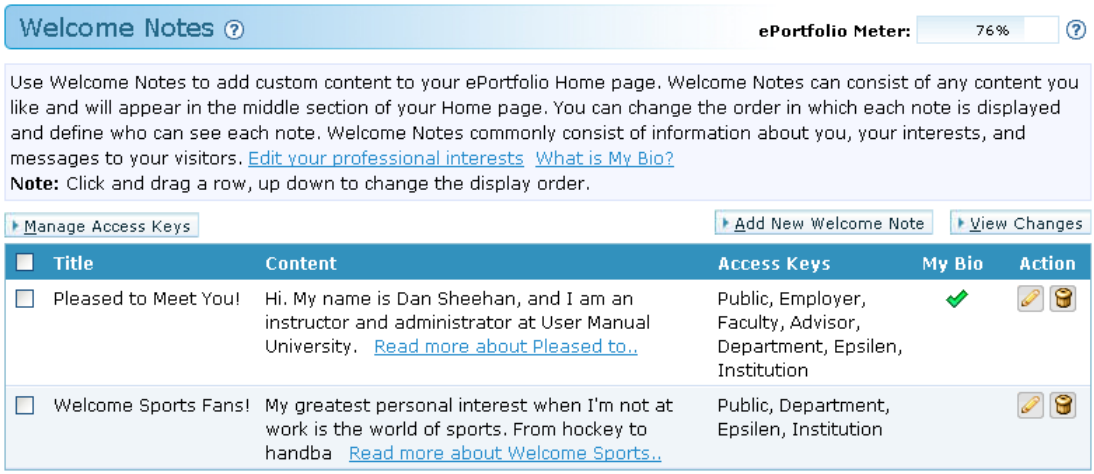

Welcome Notes
ePortfolio Meter: 76%
Use Welcome Notes to add custom content to your ePortfolio Home page. Welcome Notes can consist of any content you like and will appear in the middle section of your Home page. You can change the order in which each note is displayed and define who can see each note. Welcome Notes commonly consist of information about you, your interests, and messages to your visitors. Edit your professional interests What is My Bio?
Note: Click and drag a row, up down to change the display order.
Manage Access Keys
Add New Welcome Note
View Changes
Title
Content
Access Keys
My Bio
Action
Pleased to Meet You!
Hi. My name is Dan Sheehan, and I am an instructor and administrator at User Manual University. Read more about Pleased to..
Public, Employer, Faculty, Advisor, Department, Epsilen, Institution
Welcome Sports Fans!
My greatest personal interest when I'm not at work is the world of sports. From hockey to handba Read more about Welcome Sports..
Public, Department, Epsilen, Institution

Figure 1

Definitions

Manage Access Keys opens the "Manage Access Key" popup window for quick assignment of Access Key permissions for one or more Welcome Notes.

Add New Welcome Note allows you to add a new Welcome Note to your Public ePortfolio.

View Changes allows you to view the display of your Welcome Notes for each Access Key.

My Bio: the icon indicates the Welcome Note which has been set as your "My Bio", or the information which will display to Epsilen users when your name appears in search results, etc.

Edit: Clicking the button allows you to edit a Welcome Note and change assigned Access Key permissions.

Delete: Clicking the button allows you to delete a Welcome Note.

Adding a Welcome Note

To Add a Welcome Note

1. Click the **Add New Welcome Note** button
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter the title to your new Welcome Note (required).
Show Title	Check whether you wish to display the title to your Welcome Note.
About Me/Bio	Add information about yourself by completing the About Me/Bio section, which will display to Epsilen users when your name appears in search results, etc.
Content	See "Using the HTML Editor".
Viewable By	Select Access Keys to grant permission to visitors to your Epsilen ePortfolio site.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Welcome Notes** page where you will see a new entry for your Welcome Note.

Figure 2 displays the Add Welcome Note screen.

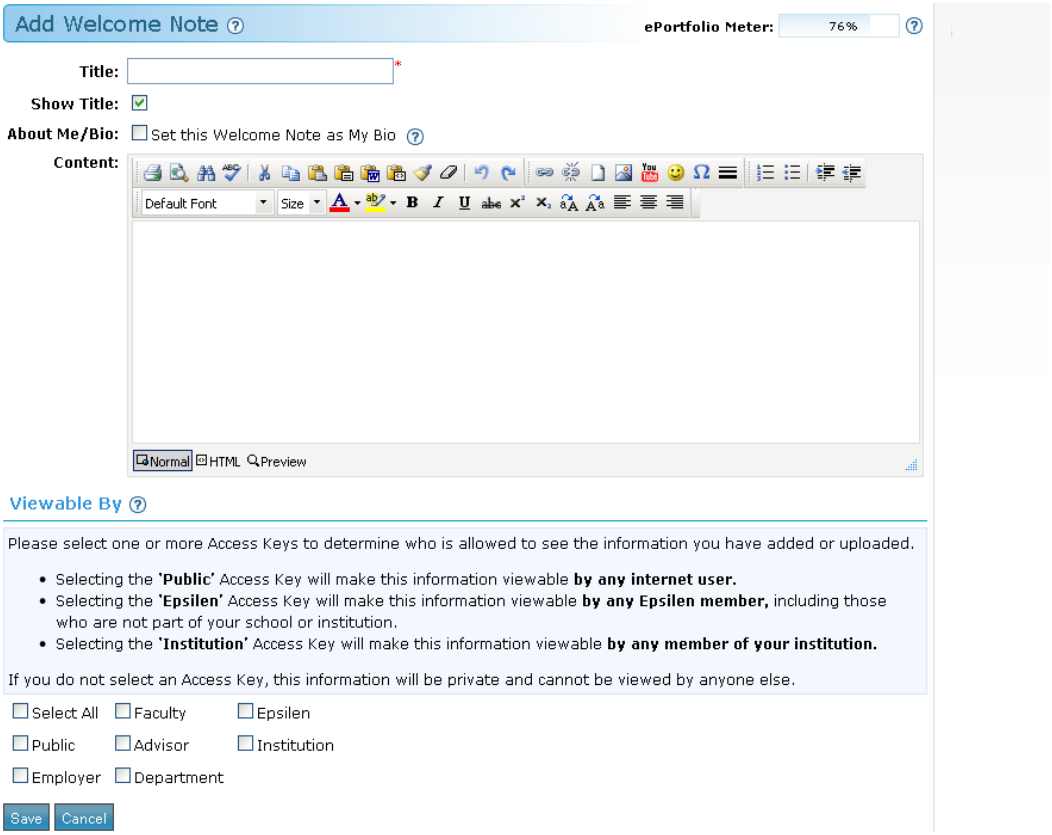

Add Welcome Note
ePortfolio Meter:
76%
Title:
Show Title:
About Me/Bio:
Set this Welcome Note as My Bio
Content:
Default Font
Size
Normal
HTML
Preview
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Save
Cancel

Figure 2

Editing a Welcome Note

To Edit a Welcome Note

1. Click the button for a Welcome Note
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Edit the title to an existing Welcome Note.
Show Title	Check whether you wish to display the title to your Welcome Note.
About Me/Bio	Edit information about yourself by completing the About Me/Bio section, which will display to Epsilen users when your name appears in search results, etc.
Content	See "Using the HTML Editor".
Viewable By	Edit Access Keys to grant permission to visitors to your Epsilen ePortfolio site.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Welcome Notes** page where you will see a modified entry for your Welcome Note.

Figure 4 displays the Edit Welcome Note screen.

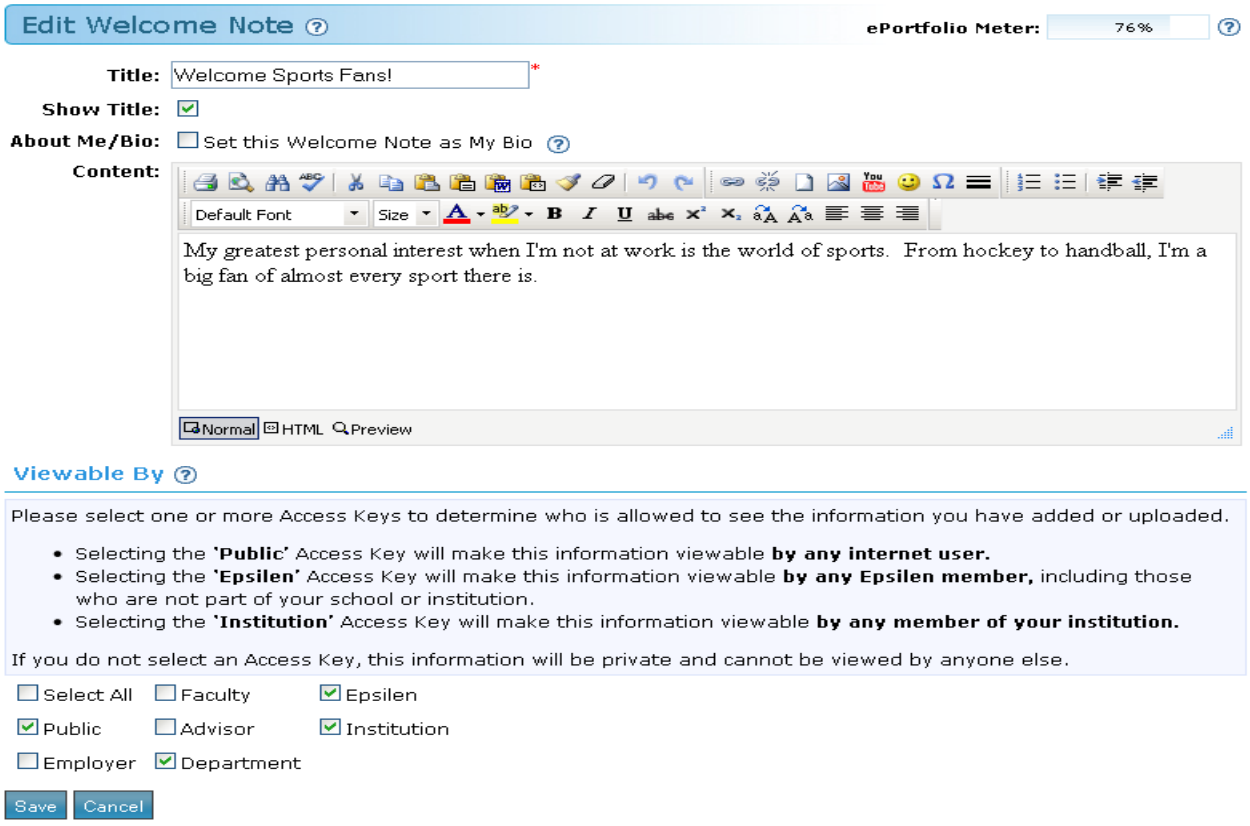

Edit Welcome Note
ePortfolio Meter:
76%
Title:
Welcome Sports Fans!
Show Title:
About Me/Bio:
Set this Welcome Note as My Bio
Content:
Default Font
Size
My greatest personal interest when I'm not at work is the world of sports. From hockey to handball, I'm a big fan of almost every sport there is.
Normal
HTML
Preview
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Save
Cancel

Figure 4

Managing Access Keys

To assign Access Keys for multiple Welcome Notes

1. Check the box next to one or more Welcome Notes.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to assign for the selected Welcome Notes
4. Click the **Assign** button. You will be returned to the **Welcome Notes** page where you will see modified entries for your welcome notes.

To remove Access Keys for multiple Welcome Notes

1. Check the box next to one or more Welcome Notes.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to remove for the selected Welcome Notes.
4. Click the **Remove** button. You will be returned to the **Welcome Notes** page where you will see modified entries for your welcome notes.

Figure 5 displays the Manage Access Keys screen.

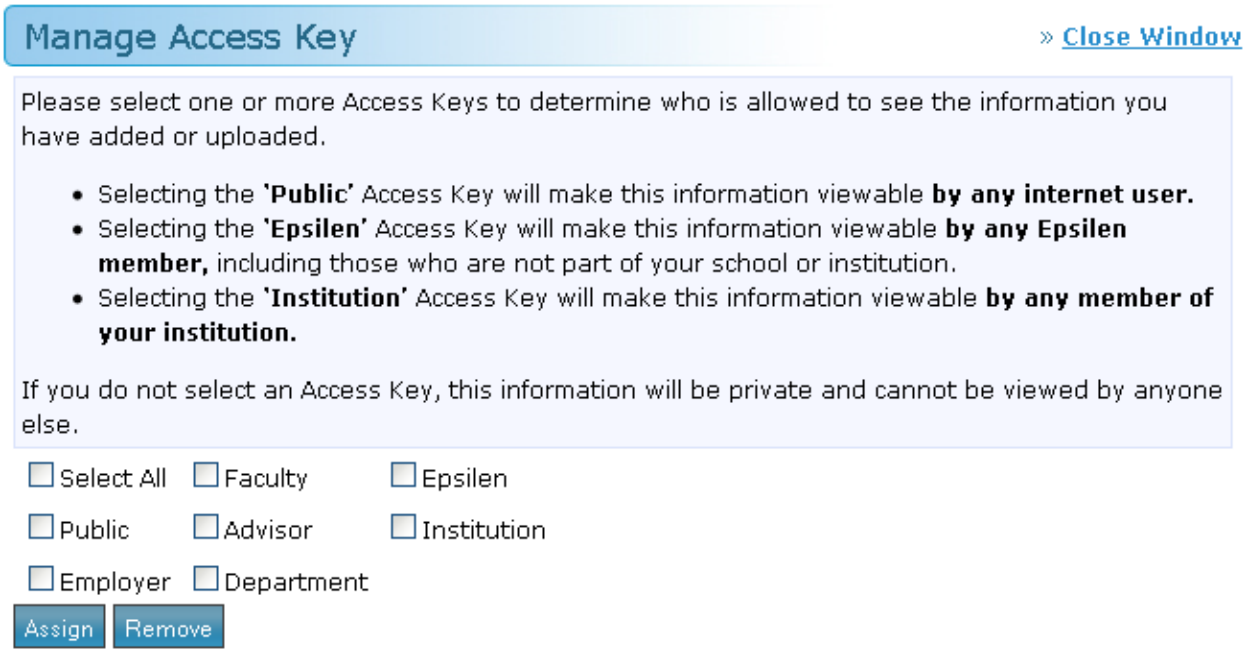

Manage Access Key
» Close Window
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Assign
Remove

Figure 5

Viewing Changes

To View Changes

1. Click the **View Changes** button
2. Select an Access Key from the list of your Access Keys. You will see the list of Welcome Notes which have been assigned permission for that Access Key.

Figure 6 displays the View Changes screen.

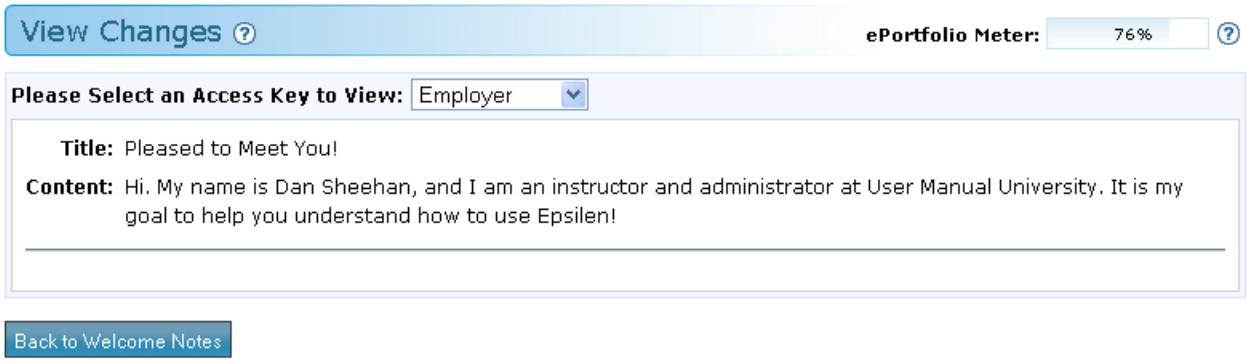

View Changes
ePortfolio Meter:
76%
Please Select an Access Key to View:
Employer
Title: Pleased to Meet You!
Content: Hi. My name is Dan Sheehan, and I am an instructor and administrator at User Manual University. It is my goal to help you understand how to use Epsilen!
Back to Welcome Notes

Figure 6

Pictures / Videos

Description

Pictures / Videos provides the management tools for you to upload, edit, delete, and rank pictures and/or Avatar images and videos to be displayed on your Public ePortfolio. Use Access Keys to limit viewing.

Purpose

The purpose of Pictures / Videos is to allow you to customize and personalize your Public ePortfolio by adding pictures and videos you would like to store and/or share with selected visitors.

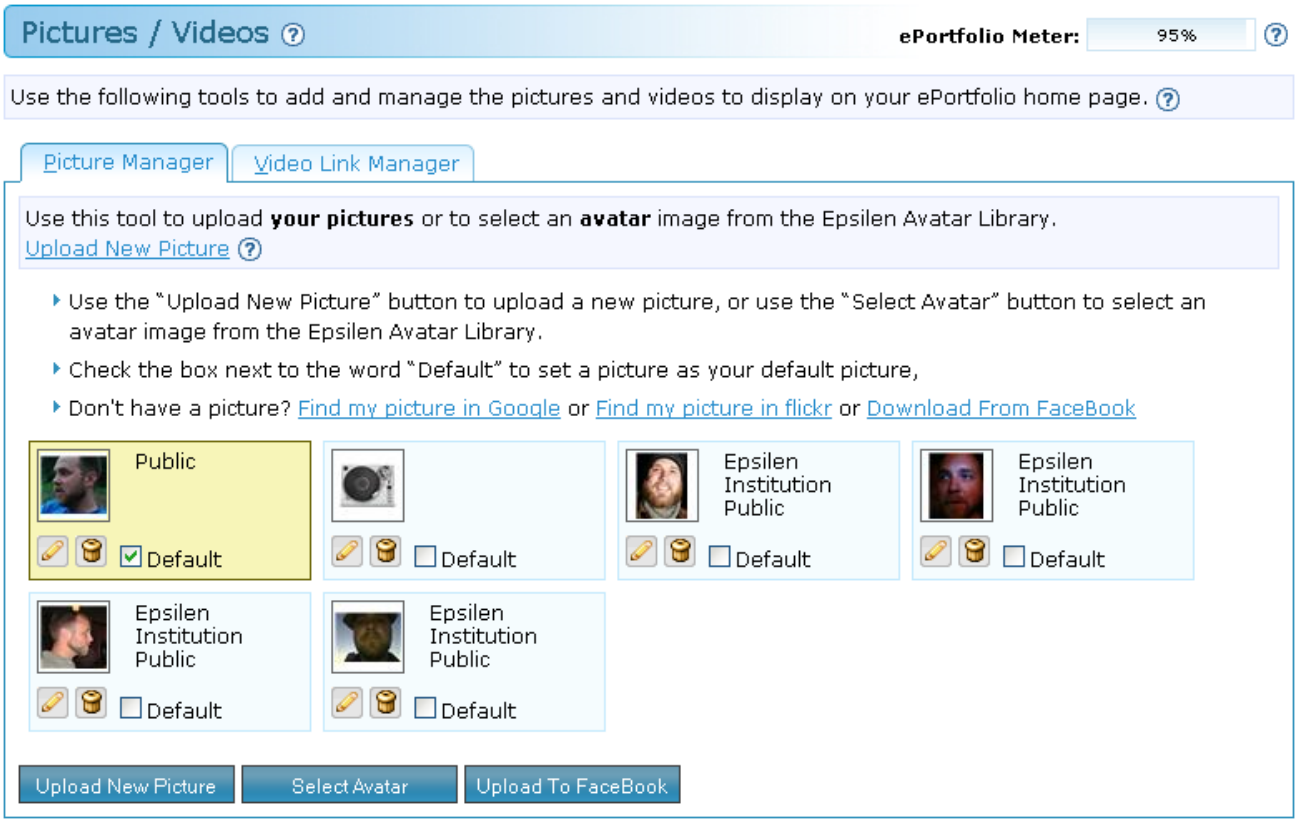

Pictures / Videos
ePortfolio Meter: 95%
Use the following tools to add and manage the pictures and videos to display on your ePortfolio home page.
Picture Manager
Video Link Manager
Use this tool to upload your pictures or to select an avatar image from the Epsilen Avatar Library.
Upload New Picture
Use the "Upload New Picture" button to upload a new picture, or use the "Select Avatar" button to select an avatar image from the Epsilen Avatar Library.
Check the box next to the word "Default" to set a picture as your default picture,
Don't have a picture? Find my picture in Google or Find my picture in flickr or Download From FaceBook
Public
Default
Default
Epsilen Institution Public
Default
Epsilen Institution Public
Default
Epsilen Institution Public
Default
Epsilen Institution Public
Default
Upload New Picture
Select Avatar
Upload To FaceBook

Figure 1

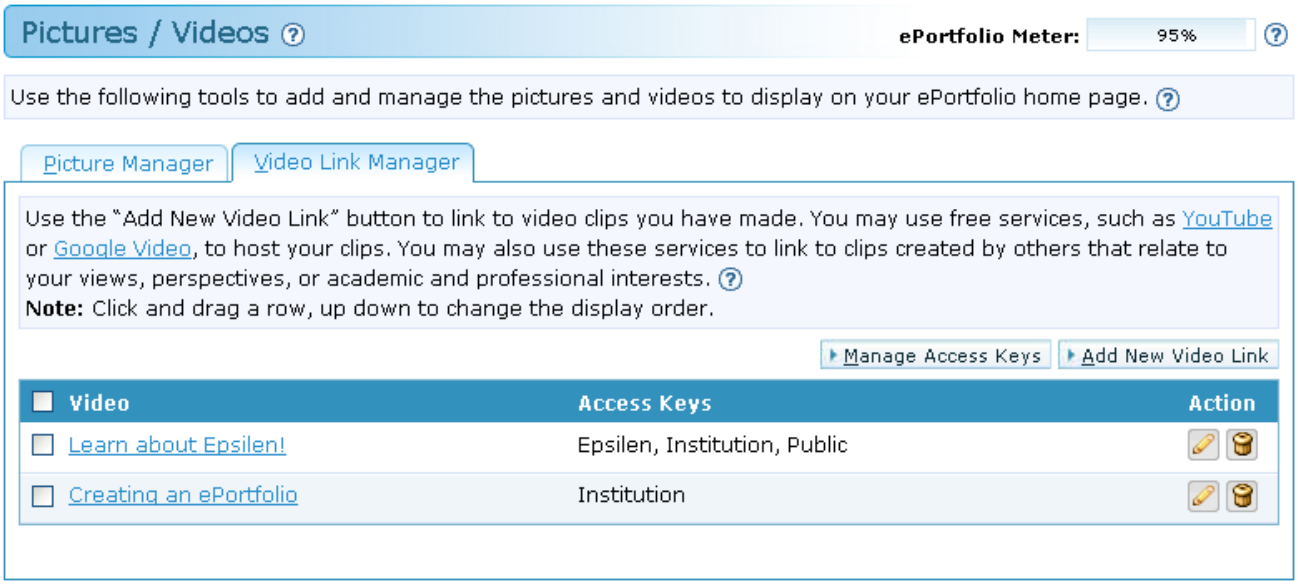

Pictures / Videos
ePortfolio Meter: 95%
Use the following tools to add and manage the pictures and videos to display on your ePortfolio home page.
Picture Manager
Video Link Manager
Use the "Add New Video Link" button to link to video clips you have made. You may use free services, such as YouTube or Google Video, to host your clips. You may also use these services to link to clips created by others that relate to your views, perspectives, or academic and professional interests.
Note: Click and drag a row, up down to change the display order.
Manage Access Keys
Add New Video Link
Video
Access Keys
Action
Learn about Epsilen!
Epsilen, Institution, Public
Creating an ePortfolio
Institution

Figure 2

Definitions

Picture Manager allows you to upload, edit and delete pictures and/or Avatar images to be displayed on your Public ePortfolio.

Default allows you to set one Picture/Avatar as the default picture to be displayed on your Public ePortfolio and throughout Epsilen.

Upload New Picture allows you to upload a new picture from your computer to your Epsilen Picture Manager and assign permissions.

Select Avatar allows you to select an image from the Avatar Library to include in your Picture Manager and use to represent yourself.

The **Upload to Facebook** button is used to share pictures uploaded to Epsilen with the Facebook.com interface.

Video Link Manager allows you to add, edit, delete and rank links to your favorite videos.

The **Add New Video Link** button is used to add the web address (URL) of a video or a site that contains a video.

Manage Access Keys opens the "Manage Access Key" popup page which allows you to quickly assign Access Key permissions for any or all of your Video Links.

Edit: Clicking the button allows you to edit a Picture or Video Link as well as the Access Key permissions assigned.

Delete: Clicking the button allows you to delete a Picture or Video Link.

Ranking Video Links: "Drag-and-Drop" Video Links to change the order in which they display on your Public ePortfolio.

Uploading a New Picture

To Upload a New Picture

1. Click the **Upload New Picture** link/button
2. Complete the fields/choices as described in the following table:

Field	Function
Picture	Use the **Browse…** button to select a picture from your computer's hard disk.
Reflection/Caption	The reflection/caption will display with your picture on your Public ePortfolio and describes the picture or conveys your thoughts about the picture.
Viewable By	Choose which Access Keys can view this particular picture. Choosing "Public" will allow all visitors to your ePortfolio Web Site to see this picture.
Picture Uploading Policy	Checking the box to confirm your understanding of the picture uploading policy is required to upload an image/photo/video.

3. When you have finished filling out the information, click the **Upload** button. You will be returned to the **Picture Manager** page where you will see a new entry for your new picture.

Figure 3 displays the Upload Picture screen.

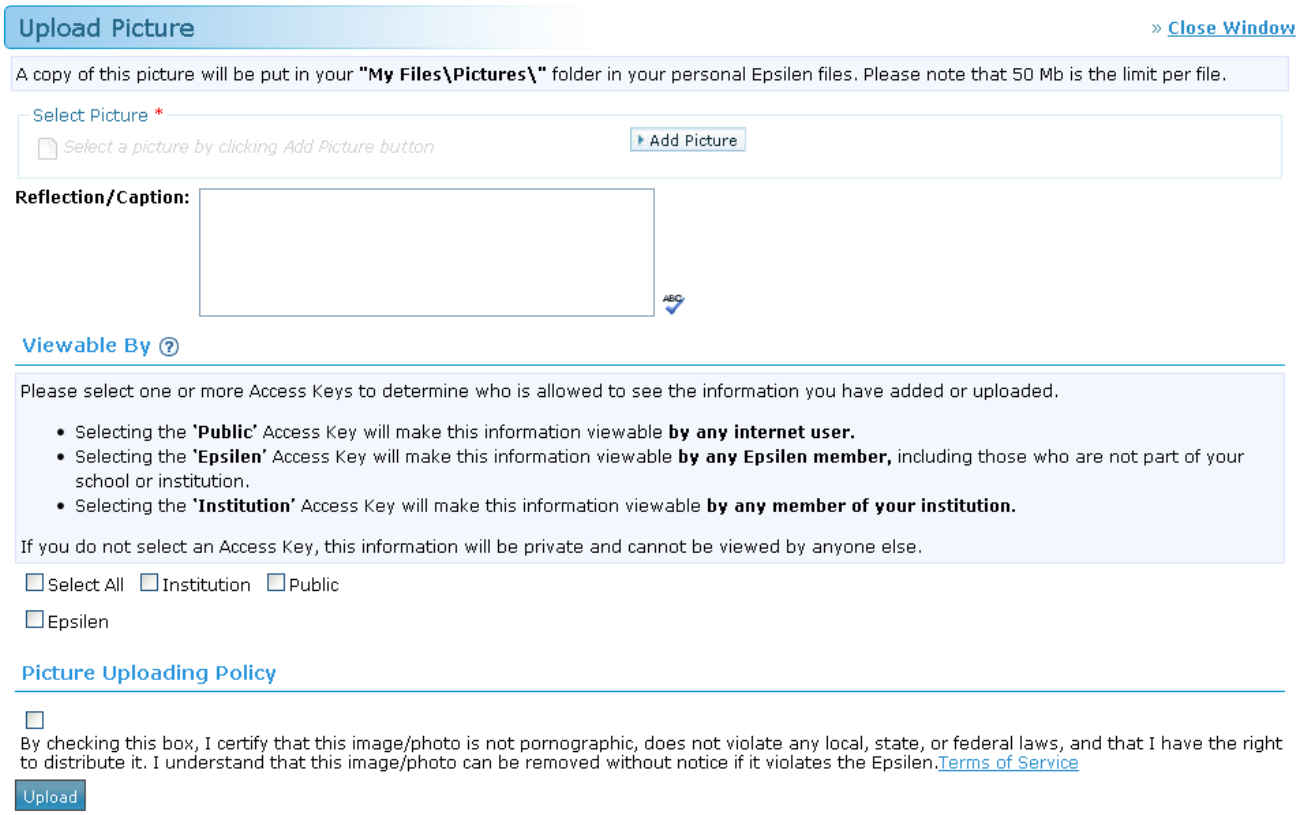

Upload Picture
» Close Window
A copy of this picture will be put in your "My Files\Pictures\" folder in your personal Epsilen files. Please note that 50 Mb is the limit per file.
Select Picture *
Select a picture by clicking Add Picture button
Add Picture
Reflection/Caption:
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Institution
Public
Epsilen
Picture Uploading Policy
By checking this box, I certify that this image/photo is not pornographic, does not violate any local, state, or federal laws, and that I have the right to distribute it. I understand that this image/photo can be removed without notice if it violates the Epsilen.Terms of Service
Upload

Figure 3

Selecting an Avatar

To select an avatar:

1. Click the **Select Avatar** button
2. Click the Avatar that you would like to add to your Picture Manager. You will be returned to the **Picture Manager** page where you will see a new entry for your Avatar.

Figure 4 displays the Select Avatar screen.

Select Avatar
» Close Window
Move your mouse over a thumbnail image to preview.Click thumbnail image to select as your choice.

Figure 4

Editing a Picture

To Edit a Picture

1. Click the button for a picture
2. Complete the fields/choices as described in the following table:

Field	Function
Reflection/Caption	The reflection/caption will display with your picture on your Public ePortfolio and describes the picture or conveys your thoughts about the picture.
Viewable By	Choose which Access Keys can view this particular picture. Choosing "Public" will allow all visitors to your ePortfolio Web site to see this picture.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Picture Manager** page where you will see a modified entry for your picture.

Figure 5 displays the Edit Picture screen.

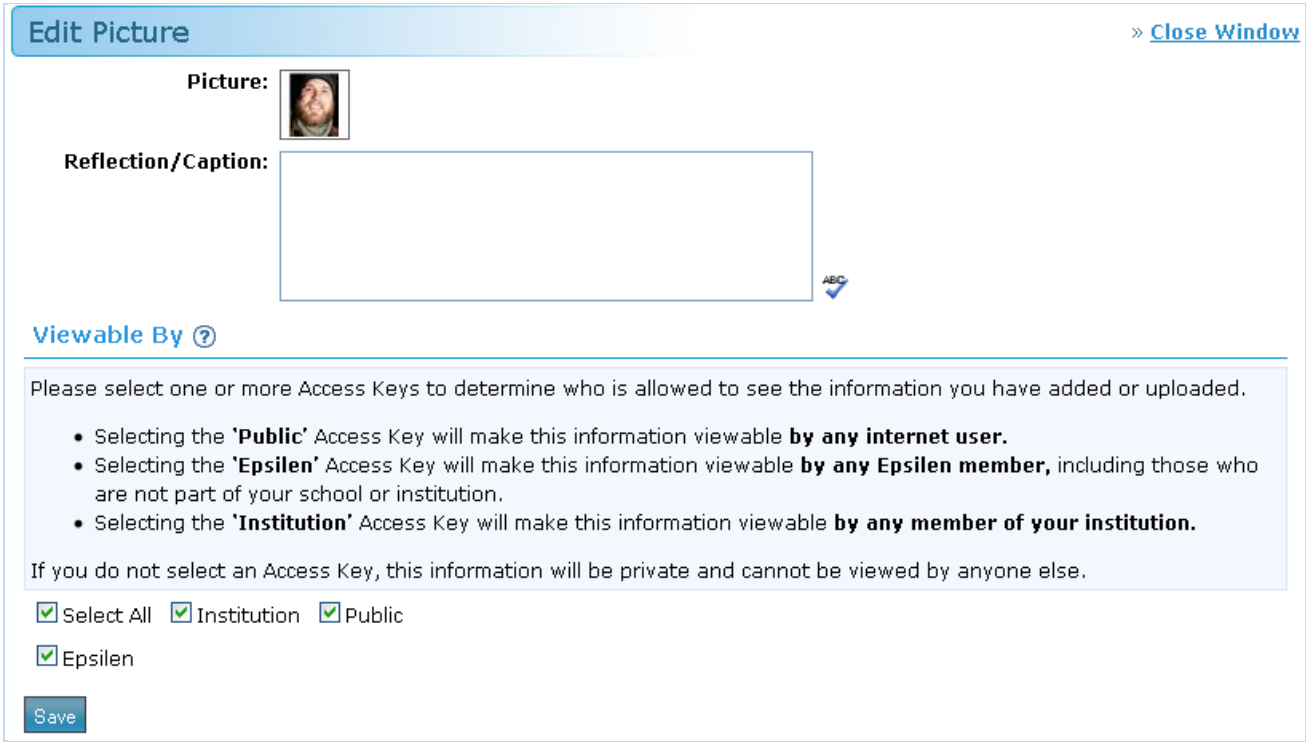

Edit Picture
» Close Window
Picture:
Reflection/Caption:
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Institution
Public
Epsilen
Save

Figure 5

Adding a New Video Link

To Add a New Video Link

1. Click the **Add New Video Link** button
2. Complete the fields/choices as described in the following table:

Field	Function
Video Link/Web Address	The video link/Web address points to the video you would like to display on your Public ePortfolio.
Description	The description of this video link will display to viewers of your Video Links.
Reflection	The reflection of this video link includes your thoughts about the video and will display to viewers of your Video Links.
Viewable By	Choose which Access Keys can view this particular video link. Choosing "Public" will allow all visitors to your ePortfolio Web site to see this link.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Video Link Manager** page where you will see a new entry for your video link.

Figure 6 displays the Add New Video Link screen.

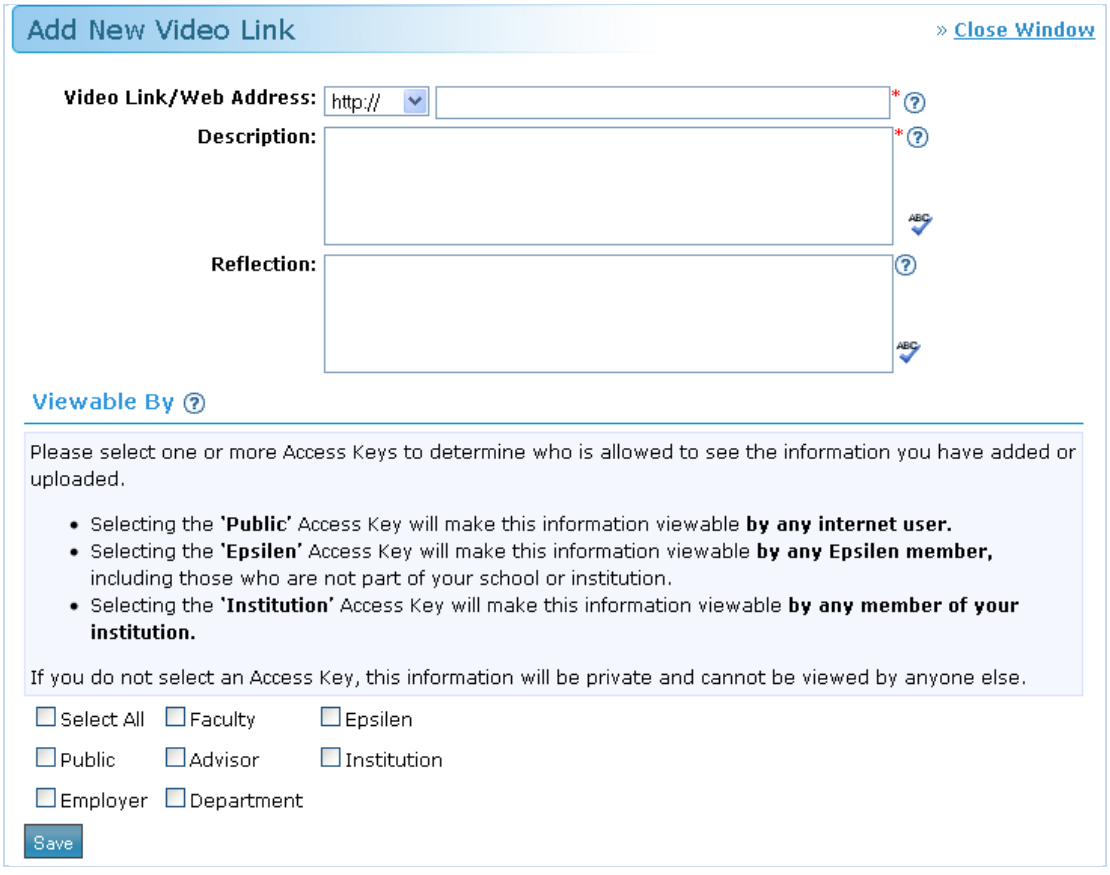

Add New Video Link
» Close Window
Video Link/Web Address:
http://
Description:
Reflection:
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Save

Figure 6

Editing a Video Link

To Edit a Video Link

1. Click the button for a Video Link
2. Complete the fields/choices as described in the following table:

Field	Function
Video Link/Web Address	The video link/Web address points to the video you would like to display on your Public ePortfolio.
Description	The description of this video link will display to viewers of your Video Links.
Reflection	The reflection of this video link includes your thoughts about the video and will display to viewers of your Video Links.
Viewable By	Choose which Access Keys can view this particular video link. Choosing "Public" will allow all visitors to your ePortfolio Web site to see this link.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Video Link Manager** page where you will see a modified entry for your video link.

Figure 7 displays the Edit Video Link screen.

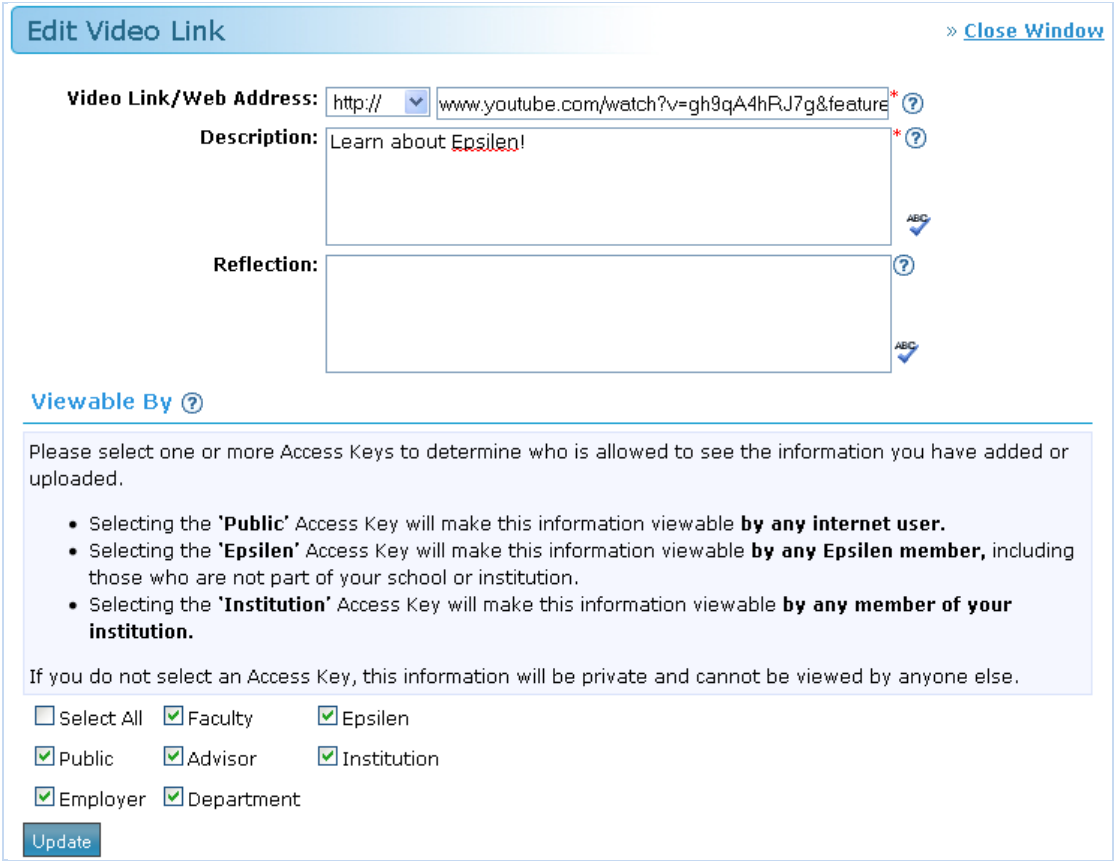

Edit Video Link
» Close Window
Video Link/Web Address:
http://
www.youtube.com/watch?v=gh9qA4hRJ7g&feature
Description:
Learn about Epsilen!
Reflection:
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Update

Figure 7

Managing Access Keys

To assign Access Keys for multiple Video Links

1. Check the box next to one or more Video Links
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to assign for the selected Video Links
4. Click the **Assign** button. You will be returned to the **Video Link Manager** page where you will see modified entries for your links.

To remove Access Keys for multiple Video Links

1. Check the box next to one or more Video Links
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to remove for the selected Video Links
4. Click the **Remove** button. You will be returned to the **Video Link Manager** page where you will see modified entries for your links.

Figure 8 displays the Manage Access Keys screen.

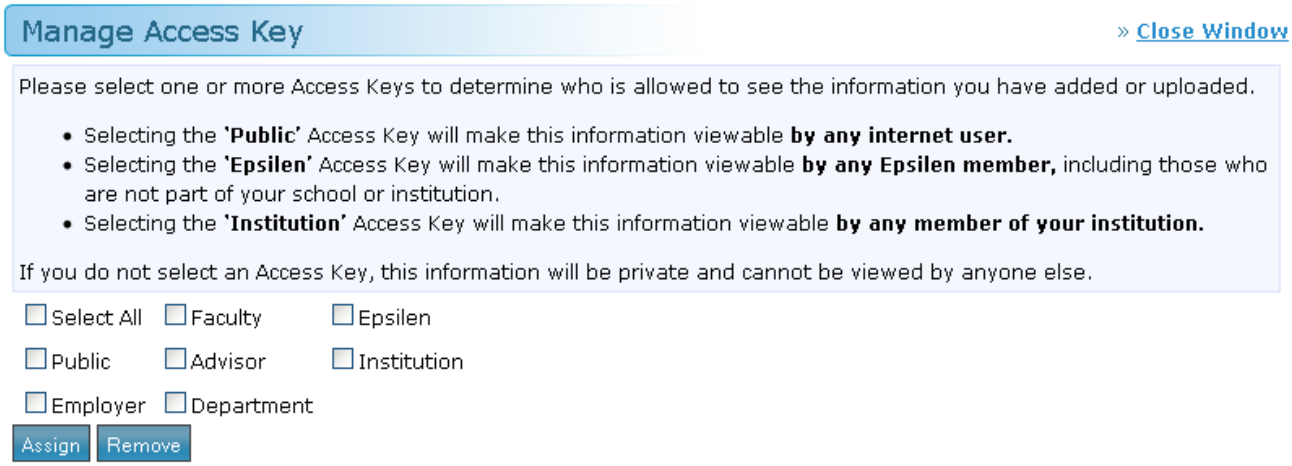

Manage Access Key
» Close Window
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Assign
Remove

Figure 8

QuickLinks

Description

QuickLinks are hyperlinks that can be displayed and shared on your Public ePortfolio suggesting Web resources to your visitors.

Purpose

The purpose of QuickLinks is to customize and personalize your public ePortfolio by providing hyperlinks to Web sites that you would like to share with visitors.

Figure 1 displays the management screen for QuickLinks.

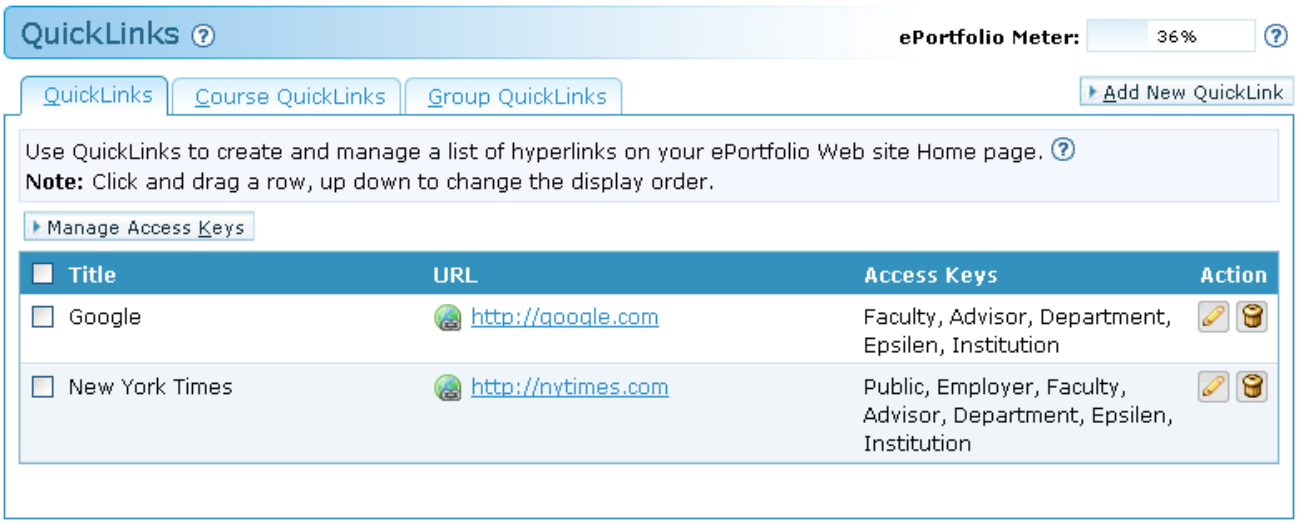


Figure 1

Definitions

Course QuickLinks allow you to share the links to courses in which you are enrolled on your Public ePortfolio.

Group QuickLinks allow you to share the links to groups in which you are member on your Public ePortfolio.

Add New QuickLink takes you to the "Add QuickLink" page where you will be able to create a QuickLink and assign permissions.

Manage Access Keys opens the "Manage Access Key" popup page which allows you to quickly assign Access Key permissions for any or all of your QuickLinks.

Edit: Clicking the button allows you to edit a QuickLink as well as the Access key permissions assigned.

Delete: Clicking the button allows you to delete a QuickLink.

Creating QuickLinks

To Create a QuickLink

1. Click the **Add New QuickLink** button
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title will be used to reference this QuickLink as well as display it on the Public ePortfolio interface where proper permissions are assigned.
Web Address	Add your favorite Web address to show on your Public ePortfolio interface.
Description	The description for this QuickLink will be used for management purposes for you to quickly reference the purpose of this QuickLink.
Viewable By	Choose which Access Keys can view this particular QuickLink. Choosing "Public" will allow all visitors to your ePortfolio Web Site to see this link.

3. When you have finished filling out the information, click the **Add** button. You will be returned to the **QuickLinks** page where you will see a new entry for your new link.

Figure 2 displays the Add QuickLink screen.

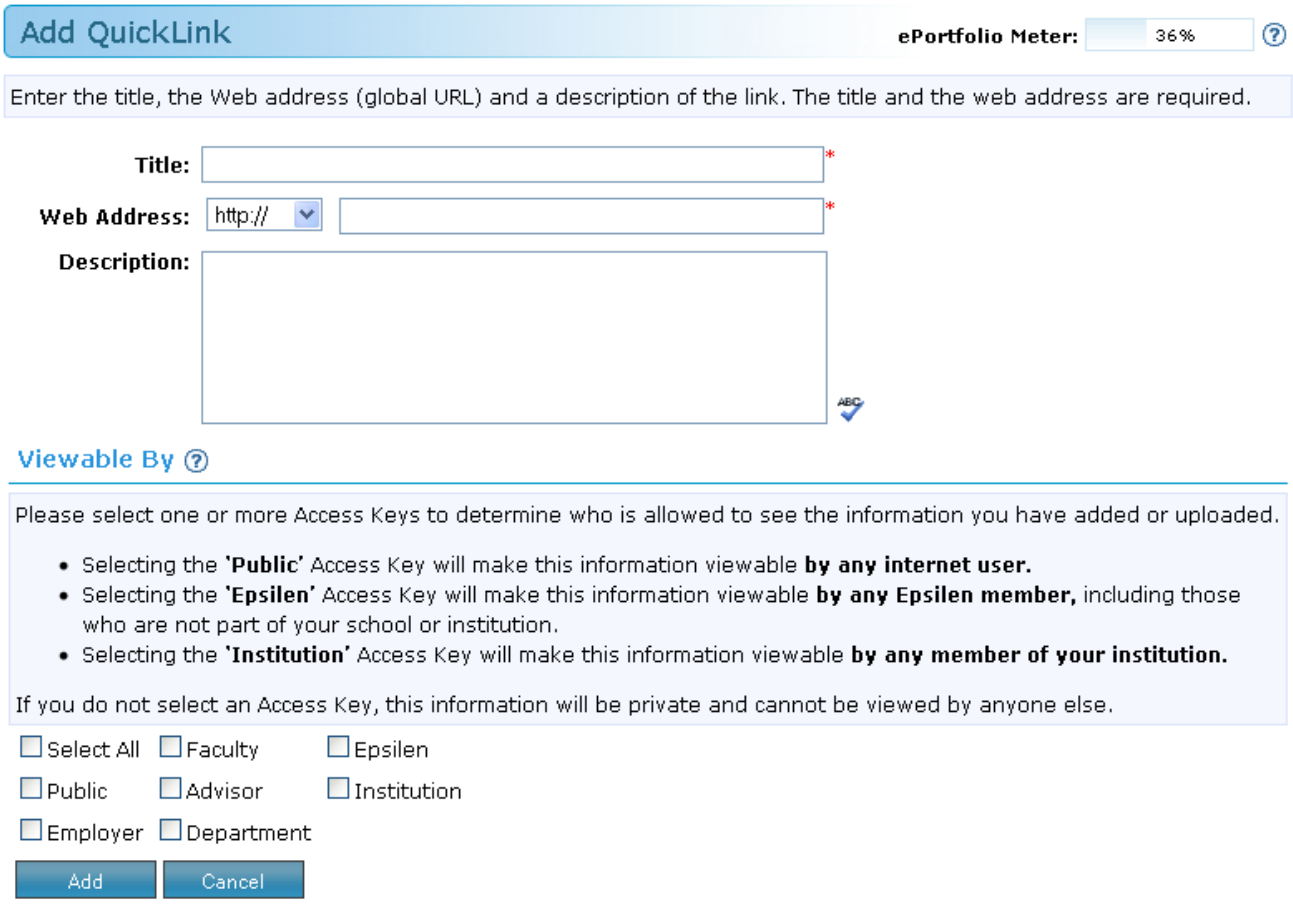

Add QuickLink
ePortfolio Meter:
36%
Enter the title, the Web address (global URL) and a description of the link. The title and the web address are required.
Title:
Web Address:
http://
Description:
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Add
Cancel

Figure 2

Editing QuickLinks

To Edit a QuickLink

1. Click the button for the QuickLink you would like to edit
2. Modify the fields/choices as described in the following table:

Field	Function
Title	The title will be used to reference this QuickLink as well as display it on the Public ePortfolio interface where proper permissions are assigned.
Web Address	Add your favorite Web address to show on your Public ePortfolio interface.
Description	The description for this QuickLink will be used for management purposes for you to quickly reference the purpose of this QuickLink.
Viewable By	Choose which Access Keys can view this particular QuickLink. Choosing "Public" will allow all visitors to your ePortfolio Web Site to see this link.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **QuickLinks** page where you will see a modified entry for your link.

Figure 3 displays the Edit QuickLink screen.

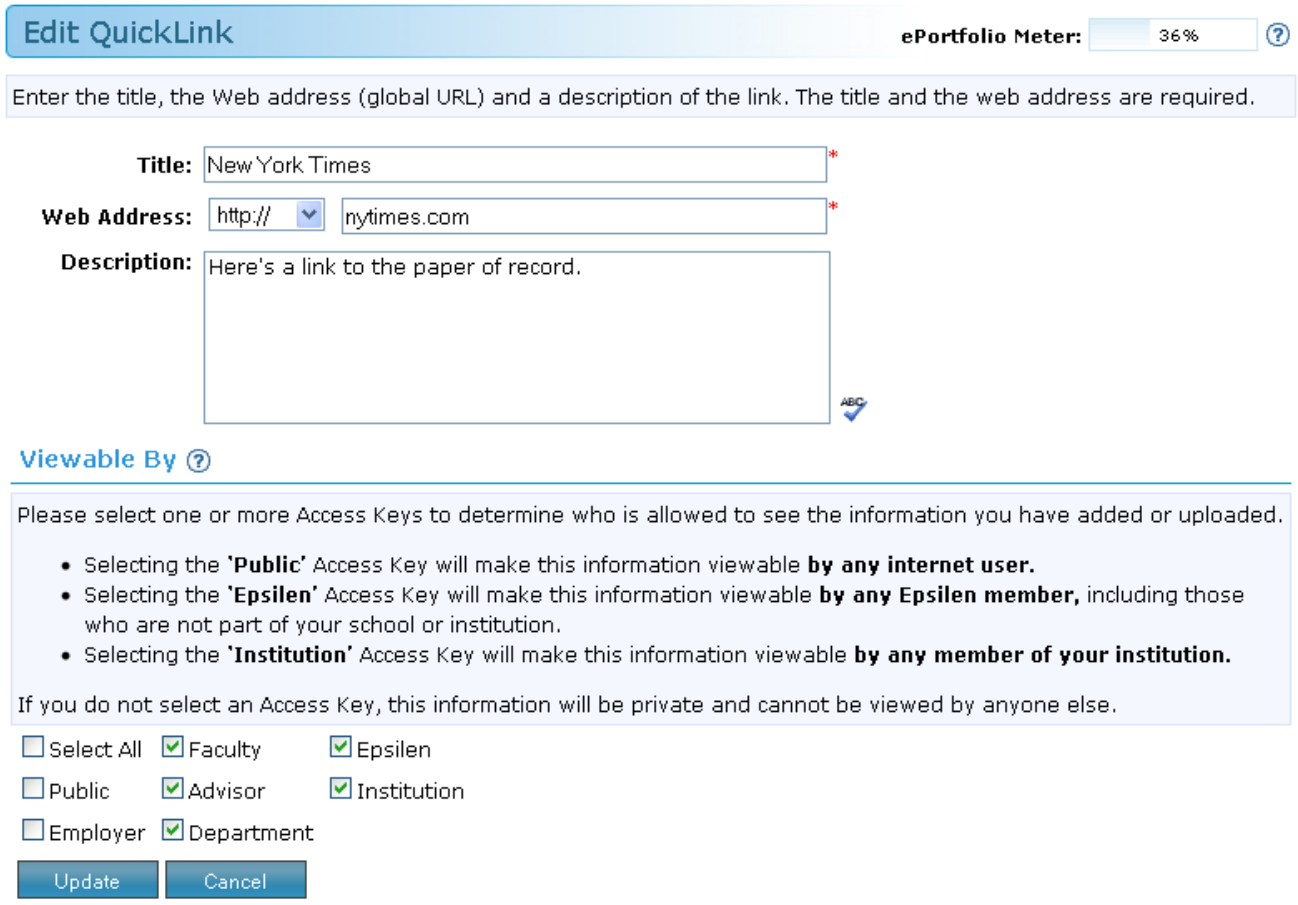

Edit QuickLink
ePortfolio Meter:
36%
Enter the title, the Web address (global URL) and a description of the link. The title and the web address are required.
Title:
New York Times
Web Address:
http://
nytimes.com
Description:
Here's a link to the paper of record.
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Update
Cancel

Figure 3

Managing Access Keys

To assign Access Keys for multiple QuickLinks

1. Check the box next to one or more QuickLinks
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to assign for the selected QuickLinks
4. Click the **Assign** button. You will be returned to the **QuickLinks** page where you will see modified entries for your links.

To remove Access Keys for multiple QuickLinks

1. Check the box next to one or more QuickLinks
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page
3. Check the Access Keys to remove for the selected QuickLinks
4. Click the **Remove** button. You will be returned to the **QuickLinks** page where you will see modified entries for your links.

Figure 4 displays the Manage Access Keys screen.

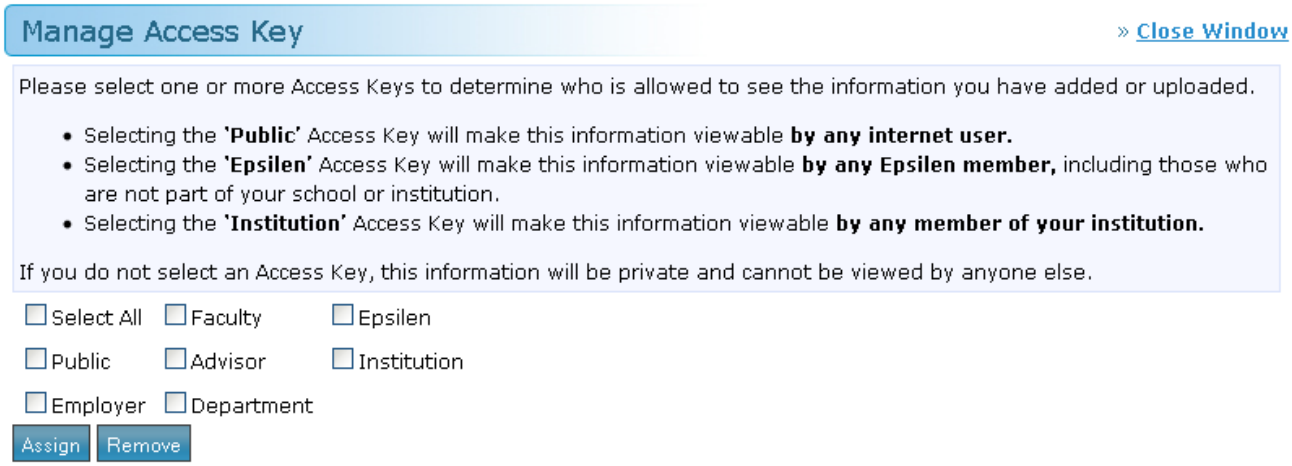

Manage Access Key
» Close Window
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Assign
Remove

Figure 4

Course QuickLinks

Description

Course QuickLinks are hyperlinks to courses in which you are enrolled, and those hyperlinks are displayed on your Public ePortfolio.

Purpose

The purpose of Course QuickLinks is to manage the courses in which you are enrolled, allowing just a click on a hyperlink to access any of your courses. Visitors to your Public ePortfolio may also see each course in which you are enrolled.

Figure 5 displays the Course QuickLinks screen.

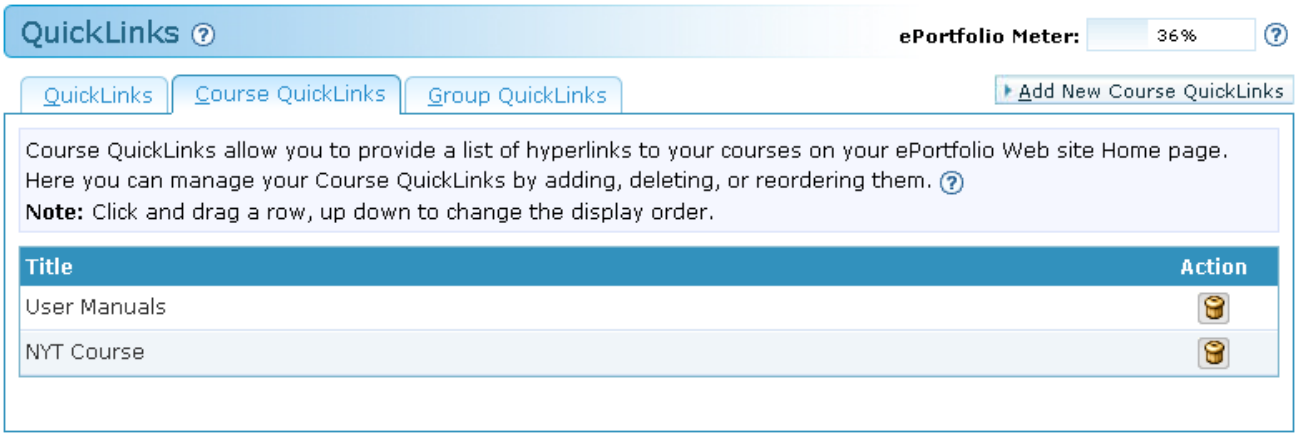

QuickLinks
ePortfolio Meter:
36%
QuickLinks
Course QuickLinks
Group QuickLinks
Add New Course QuickLinks
Course QuickLinks allow you to provide a list of hyperlinks to your courses on your ePortfolio Web site Home page.
Here you can manage your Course QuickLinks by adding, deleting, or reordering them.
Note: Click and drag a row, up down to change the display order.
Title
Action
User Manuals
NYT Course

Figure 5

Adding Course QuickLinks

To Add Course QuickLinks

1. Click the **Add New Course QuickLinks** button
2. Check the box next to each course to be added to your Course QuickLinks
3. Click the **Add** button. You will be returned to the **Course QuickLinks** page where you will see new entries for your links.

Figure 6 displays the Add Course QuickLink screen.

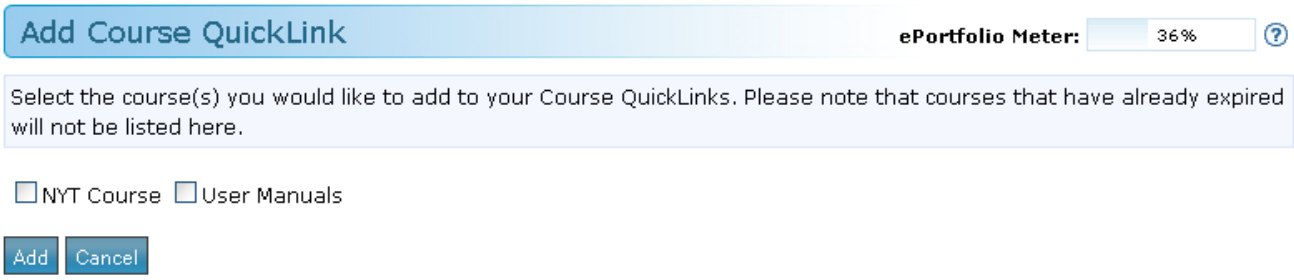

Add Course QuickLink
ePortfolio Meter:
36%
Select the course(s) you would like to add to your Course QuickLinks. Please note that courses that have already expired will not be listed here.
NYT Course
User Manuals
Add
Cancel

Figure 6

Group QuickLinks

Description

Group QuickLinks are hyperlinks to groups in which you are a member, and those hyperlinks are displayed on your Public ePortfolio.

Purpose

The purpose of Group QuickLinks is to manage the groups in which you are a member, allowing just a click on a hyperlink to access any of your groups. Visitors to your Public ePortfolio may also see each group in which you are a member.

Figure 7 displays the Group QuickLinks screen.

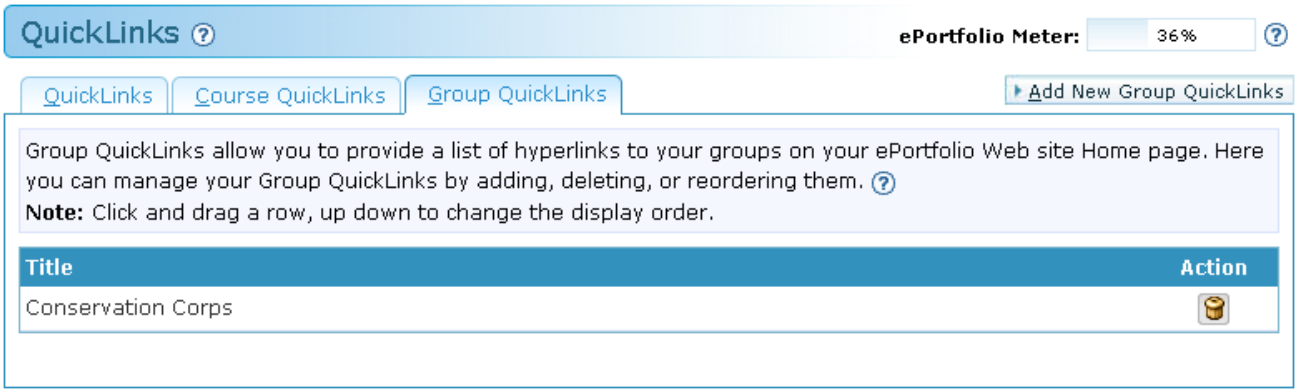

QuickLinks
ePortfolio Meter:
36%
QuickLinks
Course QuickLinks
Group QuickLinks
Add New Group QuickLinks
Group QuickLinks allow you to provide a list of hyperlinks to your groups on your ePortfolio Web site Home page. Here you can manage your Group QuickLinks by adding, deleting, or reordering them.
Note: Click and drag a row, up down to change the display order.
Title
Action
Conservation Corps

Figure 7

Adding Group QuickLinks

To Add Group QuickLinks

1. Click the **Add New Group QuickLinks** button
2. Check the box next to each group to be added to your Group QuickLinks
3. Click the **Add** button. You will be returned to the **Group QuickLinks** page where you will see new entries for your links.

Figure 8 displays the Add Group QuickLink screen.

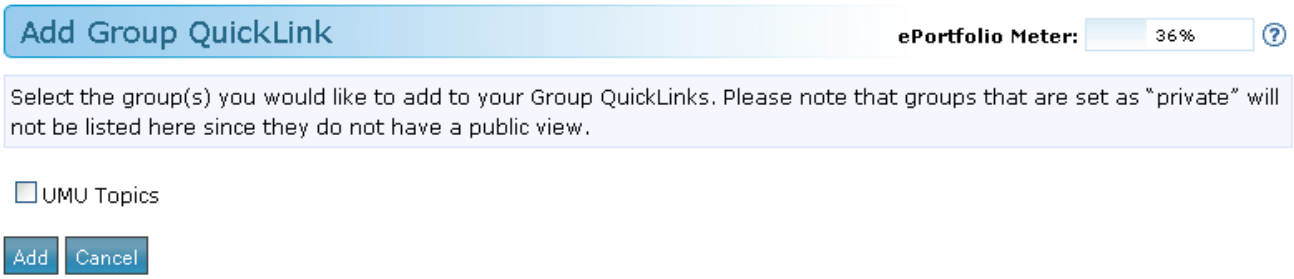

Add Group QuickLink
ePortfolio Meter:
36%
Select the group(s) you would like to add to your Group QuickLinks. Please note that groups that are set as "private" will not be listed here since they do not have a public view.
UMU Topics
Add
Cancel

Figure 8

Resume

Description

Resume is the Epsilen tool where you can upload an existing resume or create a new resume by using the Resume Wizard Templates. You may limit access to visitors who may view your resume by setting Access Keys.

Purpose

The purpose of posting your resume on your Public ePortfolio is to gain global visibility as you search for a job or collaboration opportunity, yet maintain the ability to limit access to those visitors you choose to view your resume.

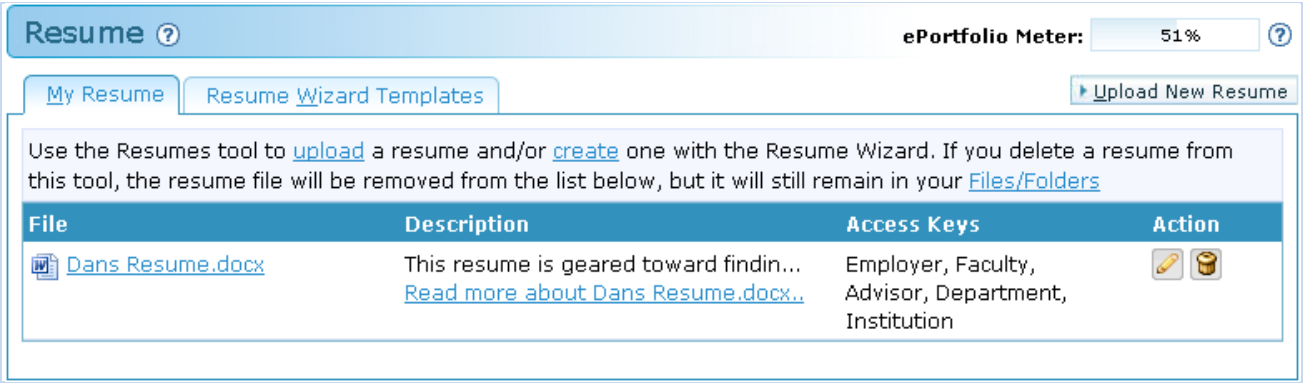

Resume
ePortfolio Meter:
51%
My Resume
Resume Wizard Templates
Upload New Resume
Use the Resumes tool to upload a resume and/or create one with the Resume Wizard. If you delete a resume from this tool, the resume file will be removed from the list below, but it will still remain in your Files/Folders
File
Description
Access Keys
Action
Dans Resume.docx
This resume is geared toward findin...
Read more about Dans Resume.docx..
Employer, Faculty, Advisor, Department, Institution

Figure 1

Definitions

Resume Wizard Templates allows you to save resume templates created with the Resume Wizard to modify existing resumes or to create new resumes.

Upload: Clicking the **Upload New Resume** button allows you to upload a file from your computer to Epsilen.

Create: Clicking the **Create New Resume** button allows you to create a new resume by using the Resume Wizard or by typing in your own resume content.

Edit: Clicking the button allows you to edit the selected resume.

Delete: Clicking the button allows you to delete the selected resume.

Uploading a New Resume

To Upload a New Resume

1. Click the **Upload New Resume** button
2. Complete the fields/choices as described in the following table:

Field	Function
Description	The description for this Resume will be used for management purposes for you to quickly reference the purpose of this Resume.
Resume File	Upload a new file from your computer, or select a file from your Files/Folders tool in Epsilen.
Resume Viewable By	Choose which Access Keys can view this particular Resume. Choosing "Public" will allow all visitors to your ePortfolio Web Site to see this Resume.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Resumes** page where you will see a new entry for your new Resume.

Figure 2 displays the Resume Details screen.

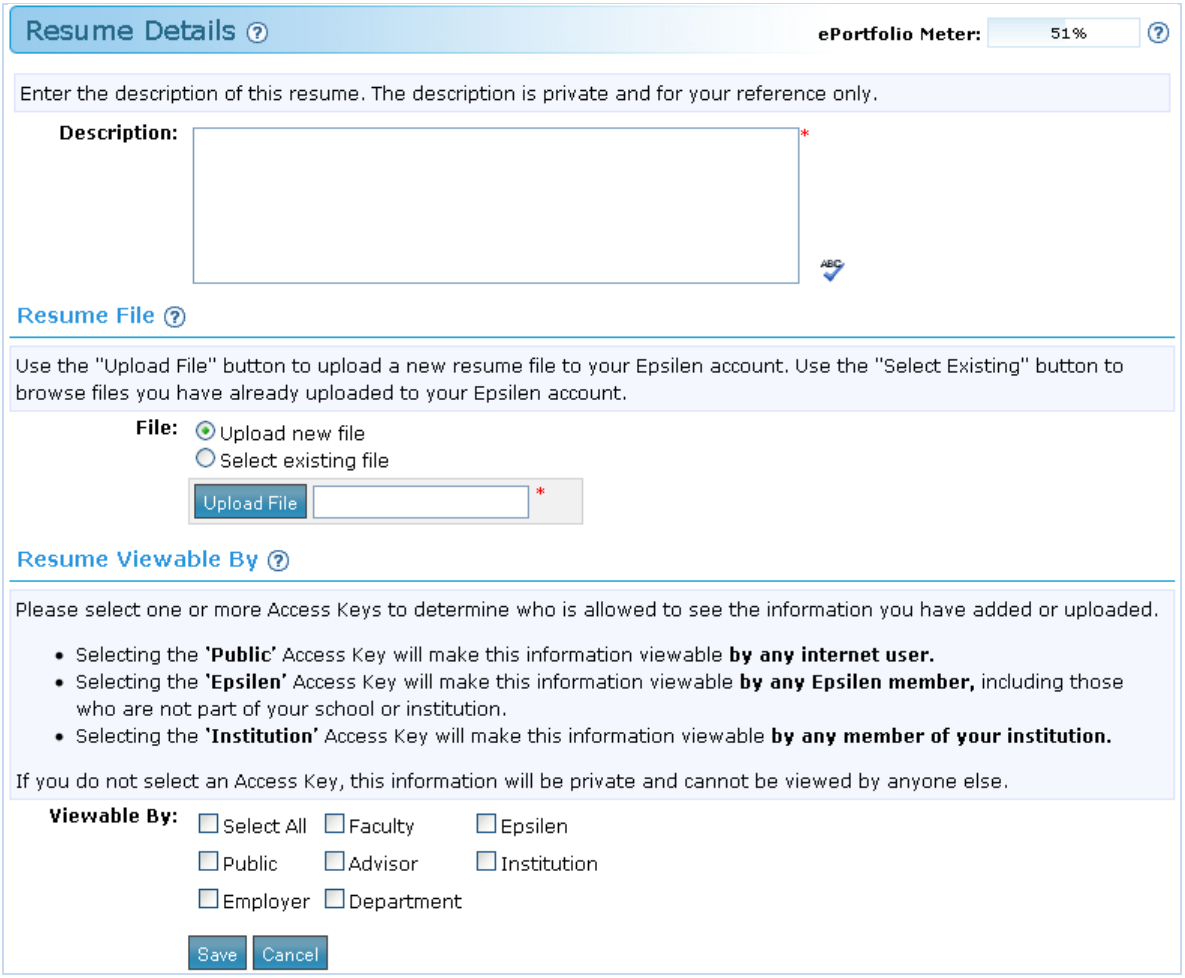

Resume Details
ePortfolio Meter:
51%
Enter the description of this resume. The description is private and for your reference only.
Description:
Resume File
Use the "Upload File" button to upload a new resume file to your Epsilen account. Use the "Select Existing" button to browse files you have already uploaded to your Epsilen account.
File:
Upload new file
Select existing file
Upload File
Resume Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Viewable By:
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Save
Cancel

Figure 2

Creating a New Resume

To Create a New Resume

1. Click the **Create New Resume** button
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title for this Resume will be used for management purposes for you to quickly identify the Resume.
Description	The description for this Resume will be used for management purposes for you to quickly reference the purpose of this Resume.
Options	Choose "I want to use the Resume Wizard" to create your resume through a series of predefined steps, or "I want to type in my resume" to create your resume using a free-form HTML editor.

3. When you have finished filling out the information, click the **Continue** button. If you selected to use the Resume Wizard, you will be taken to the **Selected Categories** page to begin creating resume categories. If you selected to type in your resume, you will be taken to the **Add/Edit Resume** page to type in your resume content.

Figure 3 displays the Create Resume screen.

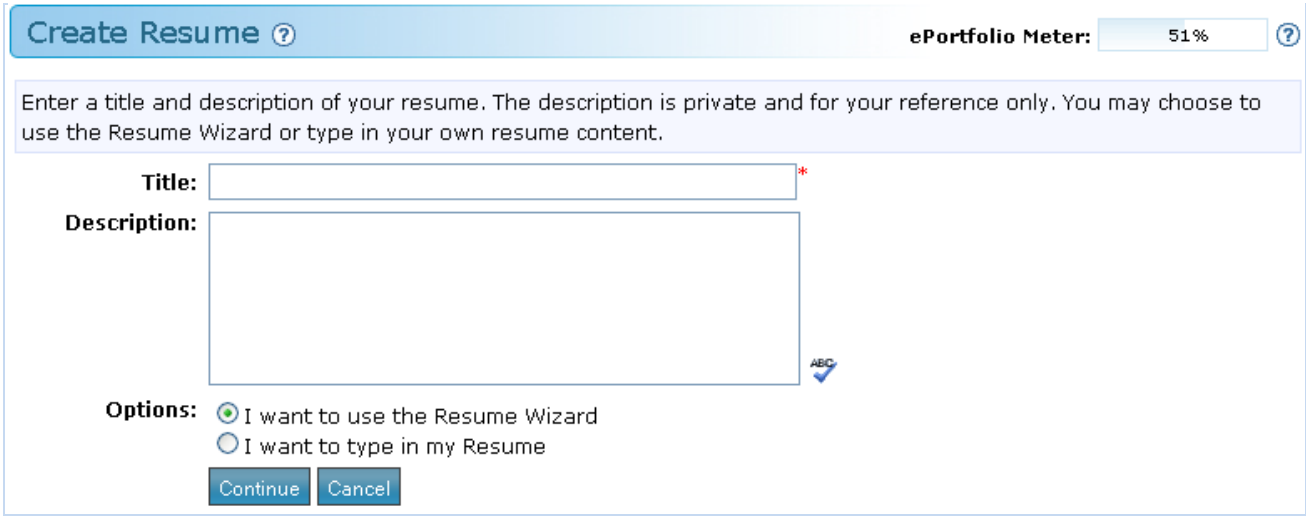

Create Resume
ePortfolio Meter:
51%
Enter a title and description of your resume. The description is private and for your reference only. You may choose to use the Resume Wizard or type in your own resume content.
Title:
Description:
Options:
I want to use the Resume Wizard
I want to type in my Resume
Continue
Cancel

Figure 3

Using the Resume Wizard

Description

Resume Wizard is the Epsilen tool where you will follow guided steps in sequence to create a new resume. Once all steps are completed, a professionally structured resume will be generated and posted to your Public ePortfolio. You may limit access to visitors who may view your resume by setting Access Keys.

Purpose

The purpose of using the Resume Wizard is to easily create a new resume by following a prepared set of steps so you can be sure to include those items generally considered effective in building a persuasive resume.

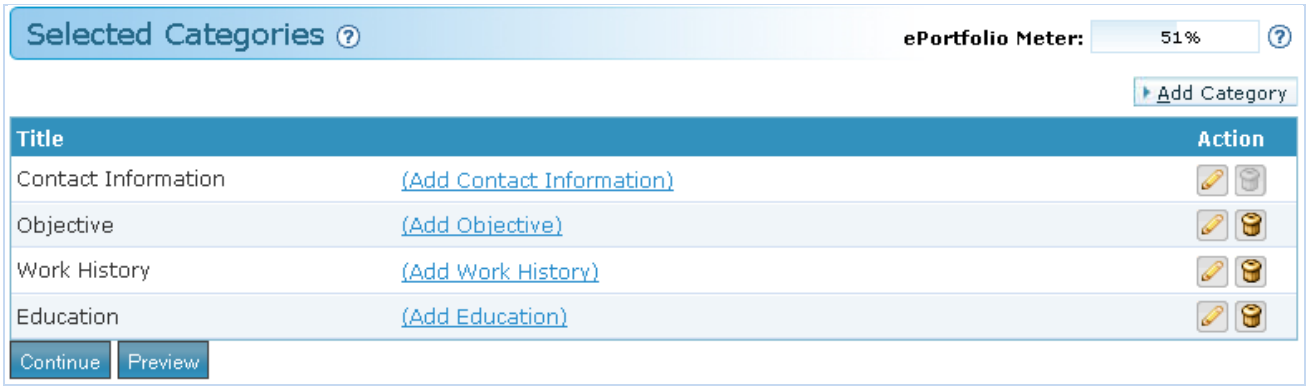


Figure 4

Definitions

Add Category: Clicking the button allows you to select and add categories from a predefined list.

Edit: Clicking the button allows you to edit the selected category.

Delete: Clicking the button allows you to delete the selected category.

Resume Wizard: Adding a Category

To Add Categories to the Resume

1. Click the **Add Category** button
2. Complete the fields/choices as described in the following table:

Field	Function
Choose Category	A predefined list of categories is available for your selection.
Custom Title	The Custom Title will be used to display the resume category with a title of your choice instead of the predefined title.

3. Click the **Create** button to add the selected category to your resume
4. When you have finished filling out the information, click the **Create** button. You will remain on the **Add Categories** page and may repeat steps 2-3 for as many predefined categories as you would like.

Figure 5 displays the Add Categories screen.

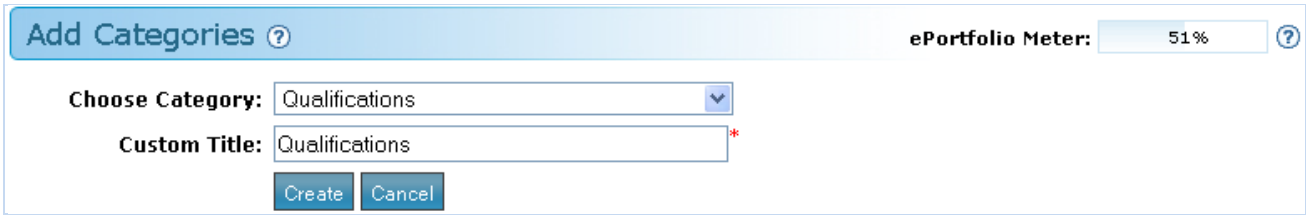


Figure 5

Resume Wizard: Editing a Category

To Edit a Category

1. Click the button for a category
2. Complete the fields/choices as described in the following table for each predefined category:

Contact Information	
Field	**Function**
Name	Your name.
Address	Your street address.
City, State	Your City and State of residence.
Zip Code	Your zip code.
Home Phone	Your home phone number.
Cell Phone	Your cell phone number.
Fax Number	Your fax number.
Email Address	Your email address where you wish responses to be directed.
Web Address	The URL link to your personal Web site, if you have one.

Objective	
Field	**Function**
Content	Detail briefly the goals and parameters of your search by including what position you are seeking and what qualifications you offer.

Work History	
Field	**Function**
Company	Name of company where you worked.
Web Address	The URL link to the company where you worked.
City, State	The city and state where company is located.
Employment Dates	Start and end dates of your employment with company.
Position Title	Title(s) you held with company.
Duty	Duties you performed while working for company.

Education	
Field	**Function**
Institution	Name of school.
Web Address	The URL link to the school you attended.
Department	The department within the school you attended.
City, State	City and State where school is located.
Date Received	Date when you received your diploma upon graduation.
Degree Name	Degree (e.g., Bachelor of Science, Bachelor of Arts, Master of Arts, etc.)
Major Discipline	Your study major within the department at the school you attended.
Minor Discipline	Study minor, if applicable.
GPA	Grade point average.
Other Notes	List other highlights of your education which may be of interest to prospective employers, such as participation in a club within your field.

Qualifications	
Field	**Function**
Content	Detail the qualifications you offer as a result of your education, work history, and life skills.

Awards	
Field	**Function**
Award	Title of award.
Organization	Organization that authorizes/presents award.
Date Received	Date you received award.

Publications	
Field	**Function**
Choose a Type	Type of publication (e.g., magazine article, book, white paper, etc.).
Authors	List all authors or co-authors.
Book Title	Title of book.
Edition Number	Edition number of book.

Years Published	Publication dates of book.
Publisher	Publisher name.
Edition Number	Edition number of book.

Presentations	
Field	**Function**
Authors	List all authors or co-authors.
Title	Title of presentation.
Title Web Address	URL link to presentation.
Meeting Name	Name of meeting where presentation was made.
Meeting Web Address	URL link to meeting information.
Venue	Location (e.g., hotel, convention center, school, etc.), city, and state where presentation was made.
Dates	Date(s) of presentation.

Patents	
Field	**Function**
Title	Title of patent held.
Country Issued	Country that issued the patent.
Number	Number assigned to patent.
Co-Inventors	Co-inventors named upon issuance of patent.

Memberships	
Field	**Function**
Position	Position held within organization.
Organization	Name of organization.
Abbreviation	Acronym or abbreviation associated with organization.
Dates	Begin and end dates of membership.

Community Service	
Field	**Function**
Position	Position held when providing community service.
Organization	Name of organization that you provided community service.
Dates	Begin and end date of community service.
Details	Services provided to community.

Consulting Experience	
Field	**Function**
Organization	Organization to which you provided consulting services/experience.
Address	Address of organization.
Dates	Begin and end dates of consulting services/experience.
Details	Services provided to organization.

Professional Registration	
Field	**Function**
Certification	Certification attained.
State Issued	State where certification was issued.
Original Issue Date	Date of original certification.
Registration Number	Registration number of certification.

Teaching Assignments	
Field	**Function**
Course	Title(s) of course(s) taught.
Number	Number(s) assigned to course(s) taught.
Dates	Begin and end date of course(s) taught.
Other Details	List any other pertinent information related to teaching assignments.

Academic Appointments	
Field	**Function**
Position	Title of appointment granted by academic institution.
Institution	Name of academic institution.
City, State	City and State where academic institution is located.
Dates	Begin and end dates of academic appointment.

Grants and Fellowships	
Field	**Function**
Project Title	Title of grant or fellowship project.
Sponsor	Sponsor of grant or fellowship project.
Role Played	Role title of position played within grant or fellowship project.
Total $ Amount	Total amount of sponsorship.
$ Amount Allocated	Amount allocated to grant or fellowship project.
Duration	Begin and end date of grant or fellowship project.

Relevant Experience	
Field	**Function**
Experience Title	Title held in related or relevant experience.
Detail	List skills or knowledge gained in related or relevant experience.

References	
Field	**Function**
Reference Name	Name of reference person.
Title	Title of reference person.
Company	Name of company where reference person works.
Address	Street address of reference person.
City & State	City and State of reference person's address.
Zip Code	Zip code of reference person's address.

Email Address	Email address of reference person.
Phone Number	Phone number of reference person.
Other Details	List any other pertinent information related to reference person, such as what attributes he/she may be able to tell or confirm about you.

3. When you have finished filling out the information, click the **Save** button. You will remain on the same page with options to edit the previous category, the next category or view the full list of selected categories for the resume.
4. Click the **Previous** to edit the preceding category, or click the **Next** button to edit the following category, or click **Categories** to return to the Selected Categories page.

Figure 6 displays an example of an Edit Category screen.

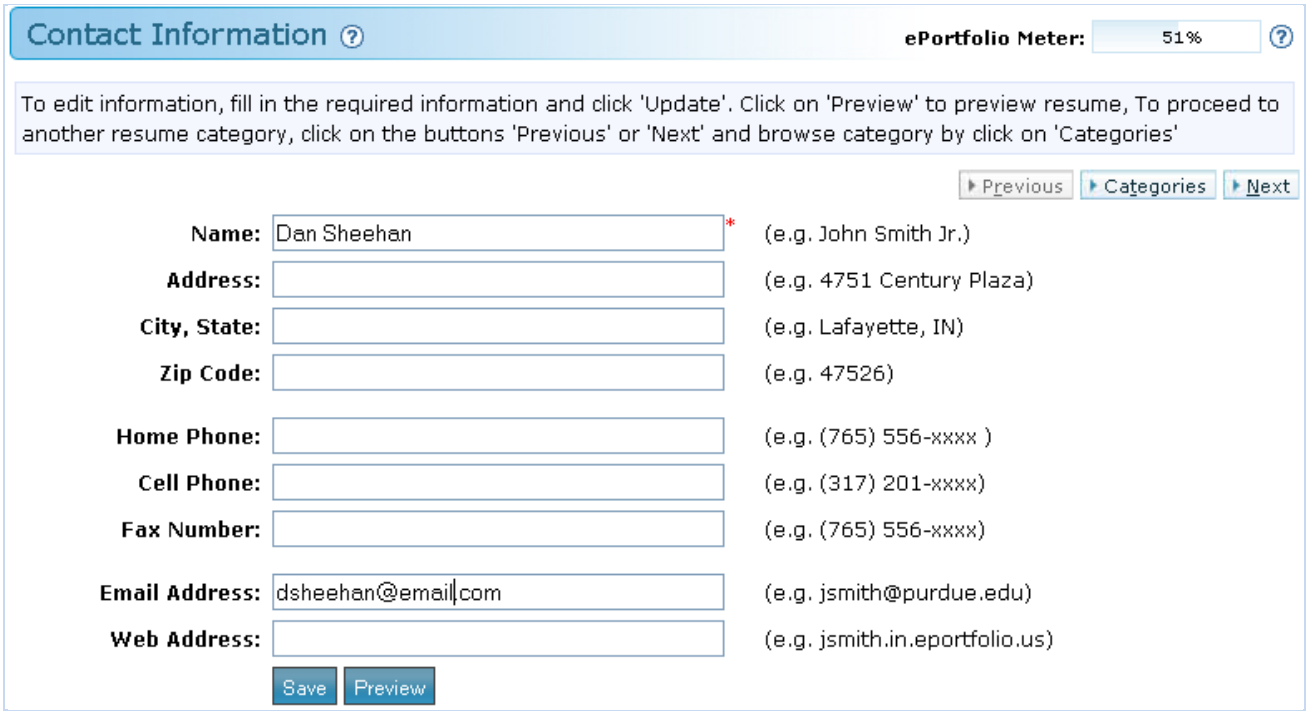

Contact Information
ePortfolio Meter: 51%
To edit information, fill in the required information and click 'Update'. Click on 'Preview' to preview resume, To proceed to another resume category, click on the buttons 'Previous' or 'Next' and browse category by click on 'Categories'
Previous
Categories
Next
Name: Dan Sheehan * (e.g. John Smith Jr.)
Address: (e.g. 4751 Century Plaza)
City, State: (e.g. Lafayette, IN)
Zip Code: (e.g. 47526)
Home Phone: (e.g. (765) 556-xxxx)
Cell Phone: (e.g. (317) 201-xxxx)
Fax Number: (e.g. (765) 556-xxxx)
Email Address: dsheehan@email.com (e.g. jsmith@purdue.edu)
Web Address: (e.g. jsmith.in.eportfolio.us)
Save
Preview

Figure 6

Resume Wizard: Choose a Layout

To Choose a Layout for the Resume

1. Click the **Continue** button from the **Selected Categories** page
2. Complete the fields/choices as described in the following table:

Field	Function
Template	Choose a template.
Edit Resume	Edit your resume.

3. When you have finished filling out the information, click the **Continue** button. You will be taken to the **Save File As** page to save your Resume.

Figure 7 displays the Choose Layout screen.

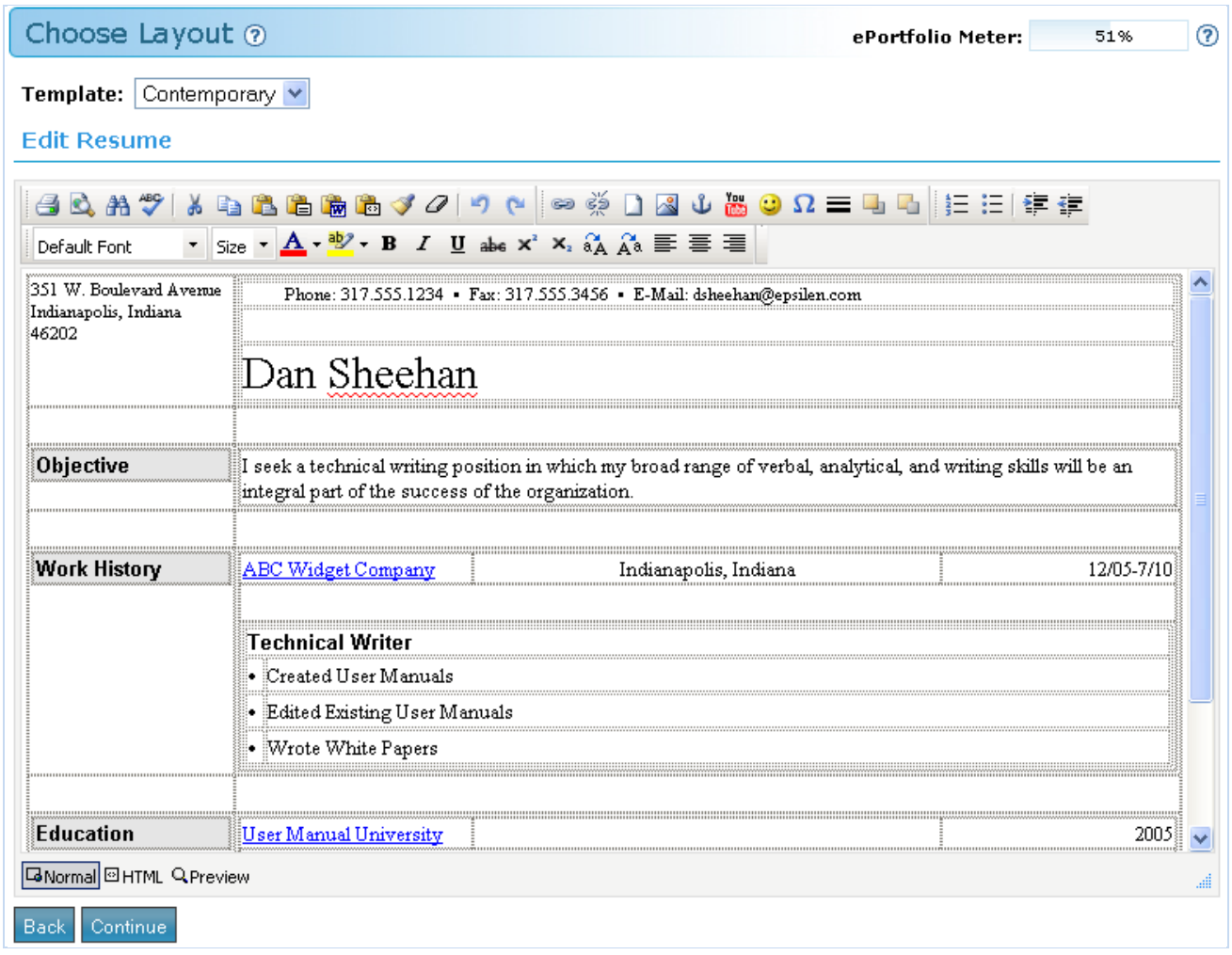


Figure 7

Typing In a Resume

To Type In a Resume

1. Complete the fields/choices as described in the following table:

Field	Function
File Name	The File Name is read-only and generated from the Title field you entered on the Create New Resume page.
Description	The description for this Resume will be used for management purposes for you to quickly reference the purpose of this Resume.
Resume Body	Type in or copy the content of your Resume.

2. When you have finished filling out the information, click the **Continue** button. You will be taken to the **Save File As** page to save your resume.

Figure 8 displays the Add/Edit Resume screen.

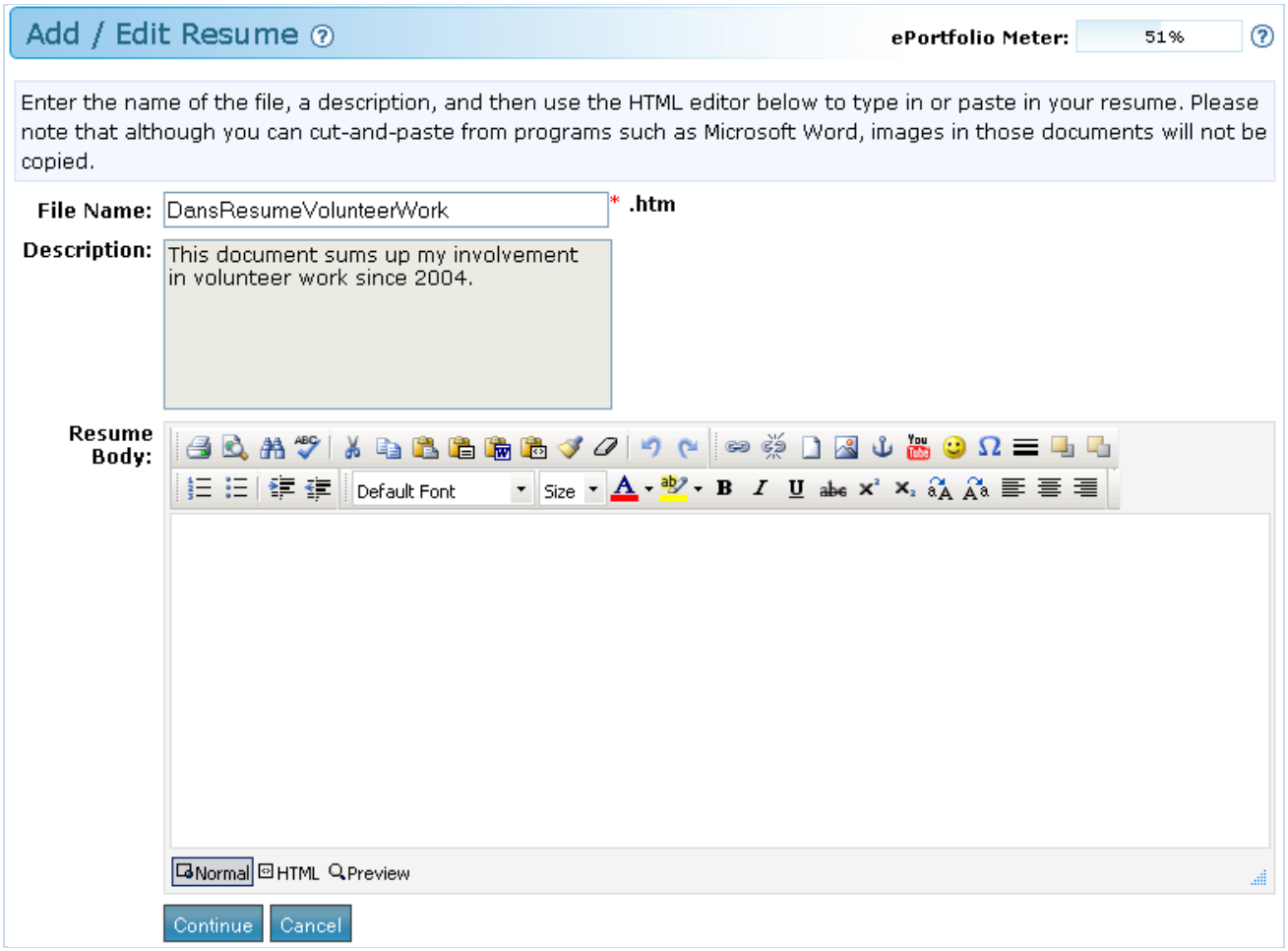

Add / Edit Resume
ePortfolio Meter:
51%
Enter the name of the file, a description, and then use the HTML editor below to type in or paste in your resume. Please note that although you can cut-and-paste from programs such as Microsoft Word, images in those documents will not be copied.
File Name:
DansResumeVolunteerWork
.htm
Description:
This document sums up my involvement in volunteer work since 2004.
Resume Body:
Default Font
Size
Normal
HTML
Preview
Continue
Cancel

Figure 8

Saving a Resume as a File

To Save a Resume as a File

1. On the **Save File As** page, Complete the fields/choices as described in the following table:

Field	Function
File Name	Title of file.
Folder Name	Name of folder.
Viewable By	Select Access Keys for those you wish to view file.

2. When all necessary information is present, click **Save**. If another resume already has a particular Access Key assigned to it, and you specified the same Access Key for this resume, you will be taken to the **Change Resume for Access Key** page to confirm the change. Otherwise, you will be taken to the **Resume page** where you will see a new entry for your resume.

Figure 9 displays the Save File As screen.

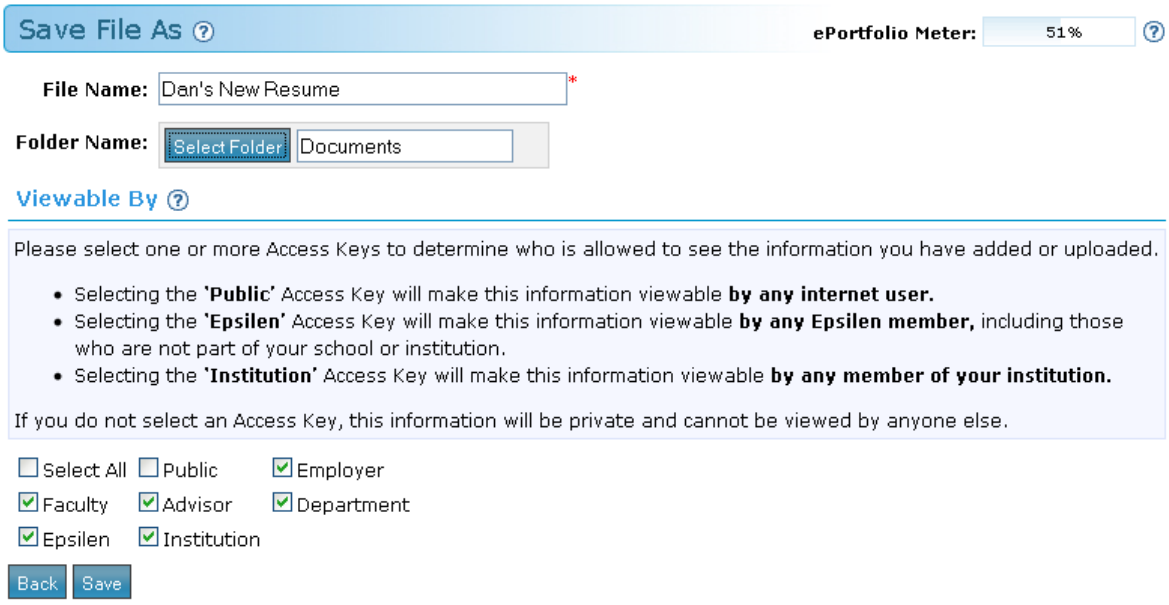

Save File As
ePortfolio Meter:
51%
File Name:
Dan's New Resume
Folder Name:
Select Folder
Documents
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Public
Employer
Faculty
Advisor
Department
Epsilen
Institution
Back
Save

Figure 9

Figure 10 displays the Change Resume for Access Key screen.

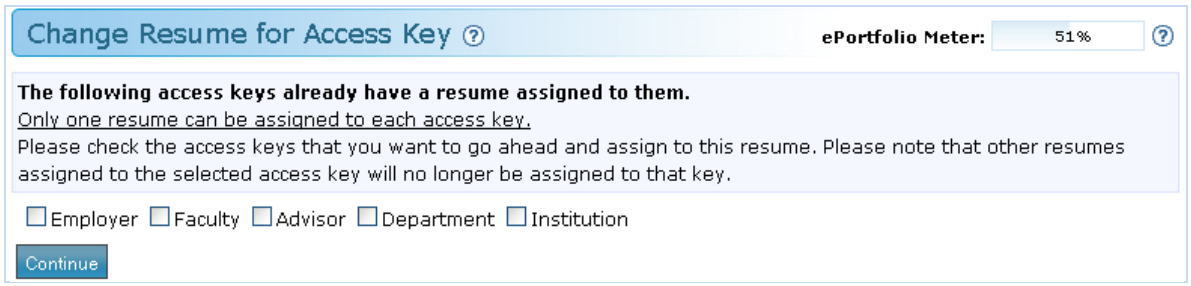

Change Resume for Access Key
ePortfolio Meter:
51%
The following access keys already have a resume assigned to them.
Only one resume can be assigned to each access key.
Please check the access keys that you want to go ahead and assign to this resume. Please note that other resumes assigned to the selected access key will no longer be assigned to that key.
Employer
Faculty
Advisor
Department
Institution
Continue

Figure 10

Showcase

Description

The **Showcase** tool is used to customize a display of your files, images, or links you wish to be highlighted on your Epsilen ePortfolio.

Purpose

By displaying Showcase items, you can offer proof of your abilities and accomplishments, or you can share personal files. Select Access Keys to grant visibility of your Showcase items to designated visitors to your ePortfolio site.

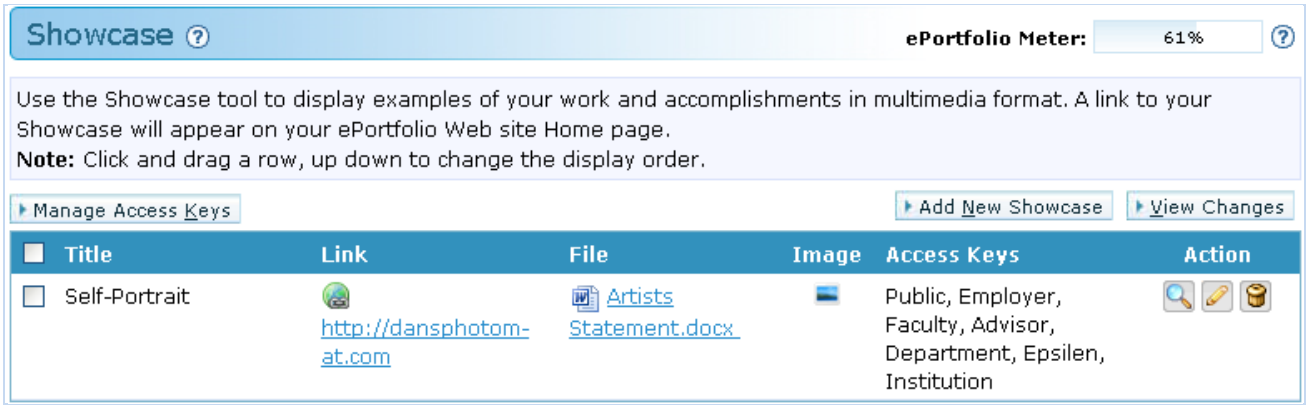

Showcase
ePortfolio Meter: 61%
Use the Showcase tool to display examples of your work and accomplishments in multimedia format. A link to your Showcase will appear on your ePortfolio Web site Home page.
Note: Click and drag a row, up down to change the display order.
Manage Access Keys
Add New Showcase
View Changes
Title
Link
File
Image
Access Keys
Action
Self-Portrait
http://dansphotom-at.com
Artists Statement.docx
Public, Employer, Faculty, Advisor, Department, Epsilen, Institution

Figure 1

Definitions

Manage Access Keys opens the "Manage Access Key" popup page which allows you to quickly assign Access Key permissions for multiple or all of your Showcase items.

Add New Showcase allows you to add a new showcase item to your Public ePortfolio.

View Changes allows you to view the display of your Showcase for each Access Key.

Download File: Clicking the file name link for a Showcase item with a file included allows you to download and open/save the file on your computer.

Download Picture: Clicking the button for a Showcase item with a picture included allows you to download and open/save the picture on your computer.

View: Clicking the button allows you to view a Showcase item as it will display on your Public ePortfolio.

Edit: Clicking the button allows you to edit a Showcase item.

Delete: Clicking the button allows you to delete a Showcase item.

Adding a New Showcase Item

To Add a New Showcase Item

1. Click the **Add New Showcase** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for your new Showcase item.
Description/Reflection	Describe what the new Showcase item is and reflect on what you learned as you created it, why you chose it as a Showcase item, or what it means to you.
Type	Enter the media type; e.g., a Word document, a picture, etc.
Instructions	If necessary, provide instructions on how to open or view the Showcase item.
Web Address	Provide the Web address (URL) for the Showcase item.
Date	Enter today's date.
Add a Picture	Upload a new picture or select an existing picture from your Files/Folders.
Add a File	Upload a new file or select an existing file from your Files/Folders.
Viewable By	Select Access Keys to grant permission to designated visitors to your site to access and view the Showcase item.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Showcase** page where you will see a new entry for your showcase item.

Figure 2 displays the **Add Showcase** screen.

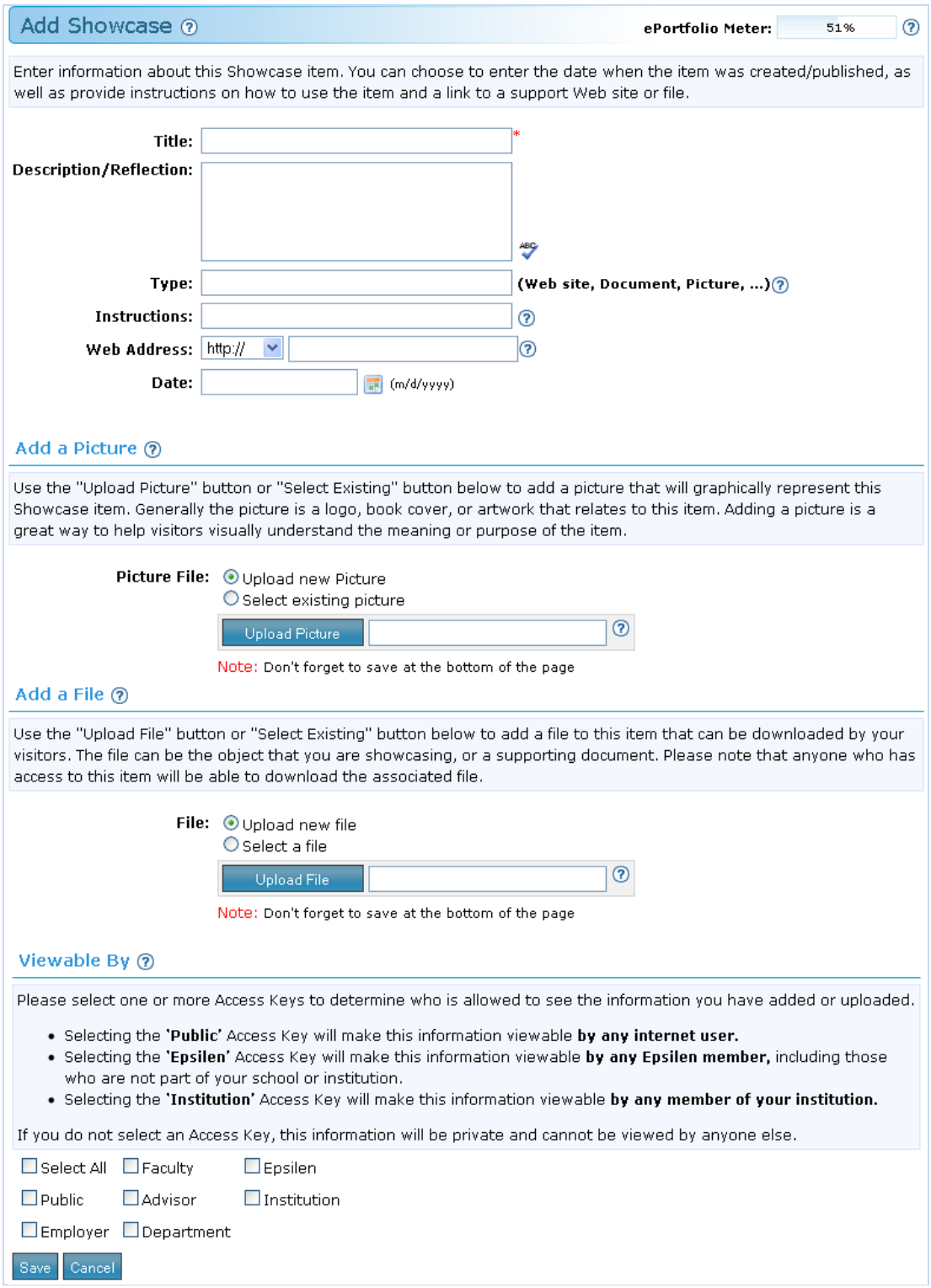

Add Showcase
ePortfolio Meter: 51%
Enter information about this Showcase item. You can choose to enter the date when the item was created/published, as well as provide instructions on how to use the item and a link to a support Web site or file.
Title:
Description/Reflection:
Type:
(Web site, Document, Picture, ...)
Instructions:
Web Address:
http://
Date:
(m/d/yyyy)
Add a Picture
Use the "Upload Picture" button or "Select Existing" button below to add a picture that will graphically represent this Showcase item. Generally the picture is a logo, book cover, or artwork that relates to this item. Adding a picture is a great way to help visitors visually understand the meaning or purpose of the item.
Picture File:
Upload new Picture
Select existing picture
Upload Picture
Note: Don't forget to save at the bottom of the page
Add a File
Use the "Upload File" button or "Select Existing" button below to add a file to this item that can be downloaded by your visitors. The file can be the object that you are showcasing, or a supporting document. Please note that anyone who has access to this item will be able to download the associated file.
File:
Upload new file
Select a file
Upload File
Note: Don't forget to save at the bottom of the page
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Save
Cancel

Figure 2

Editing a New Showcase Item

To Edit a New Showcase Item

1. Click the button for a Showcase item.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Edit the title for your Showcase item.
Description/Reflection	Edit what the Showcase item is and reflect on what you learned as you created it, why you chose it as a Showcase item, or what it means to you.
Type	Edit the media type; e.g., a Word document, a picture, etc.
Instructions	If necessary, edit the instructions on how to open or view the Showcase item.
Web Address	Edit the Web address (URL) for the Showcase item.
Date	Edit the date for this Showcase item.
Add a Picture	Upload a new picture or select an existing picture from your Files/Folders.
Add a File	Upload a new file or select an existing file from your Files/Folders.
Viewable By	Select or edit Access Keys to grant permission to designated visitors to your site to access and view the Showcase item.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Showcase** page where you will see a modified entry for your showcase item.

Figure 3 displays the **Edit Showcase** screen.

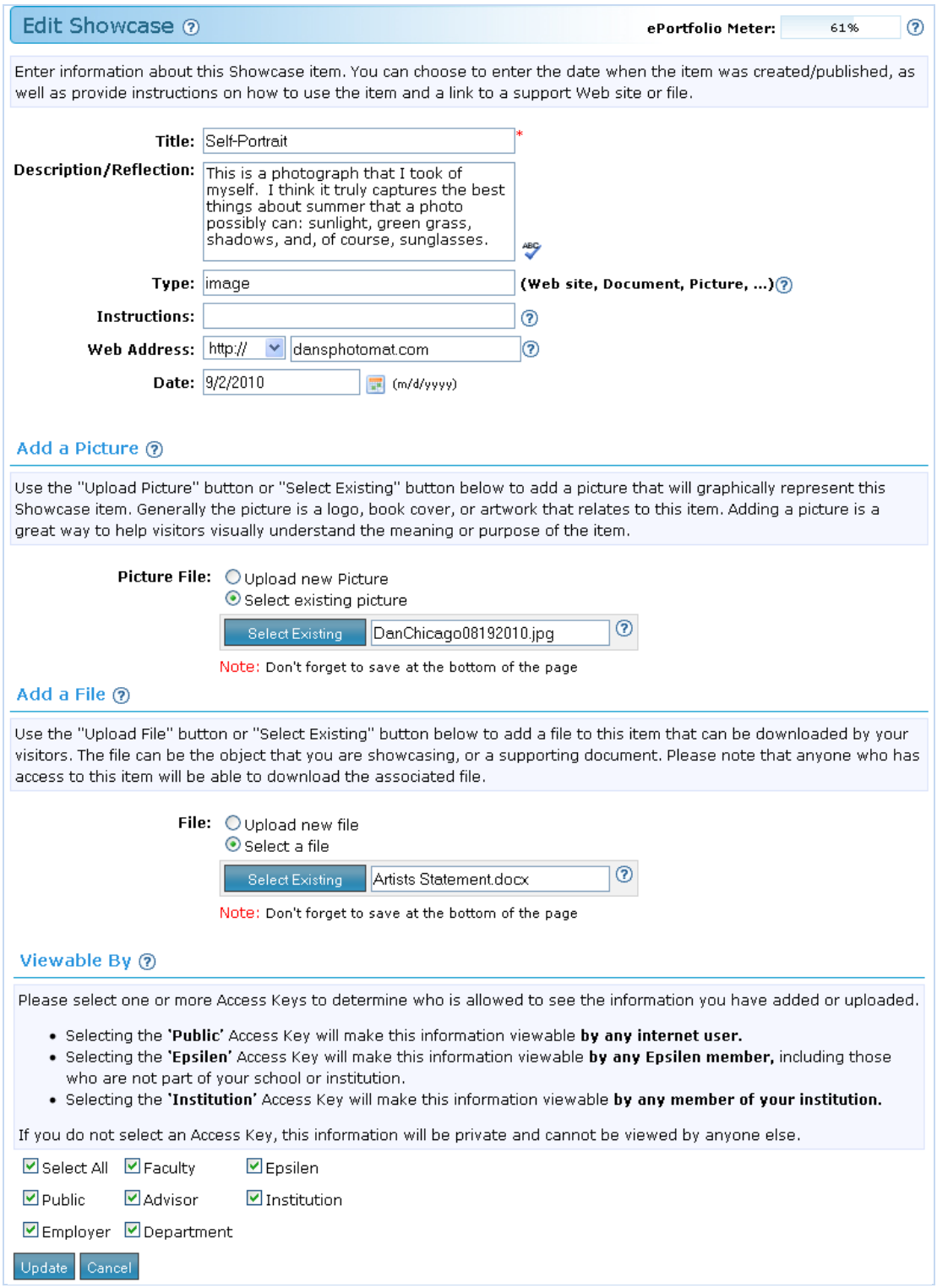

Edit Showcase
ePortfolio Meter: 61%
Enter information about this Showcase item. You can choose to enter the date when the item was created/published, as well as provide instructions on how to use the item and a link to a support Web site or file.
Title: Self-Portrait
Description/Reflection: This is a photograph that I took of myself. I think it truly captures the best things about summer that a photo possibly can: sunlight, green grass, shadows, and, of course, sunglasses.
Type: image (Web site, Document, Picture, ...)
Instructions:
Web Address: http:// dansphotomat.com
Date: 9/2/2010 (m/d/yyyy)
Add a Picture
Use the "Upload Picture" button or "Select Existing" button below to add a picture that will graphically represent this Showcase item. Generally the picture is a logo, book cover, or artwork that relates to this item. Adding a picture is a great way to help visitors visually understand the meaning or purpose of the item.
Picture File: Upload new Picture
Select existing picture
Select Existing DanChicago08192010.jpg
Note: Don't forget to save at the bottom of the page
Add a File
Use the "Upload File" button or "Select Existing" button below to add a file to this item that can be downloaded by your visitors. The file can be the object that you are showcasing, or a supporting document. Please note that anyone who has access to this item will be able to download the associated file.
File: Upload new file
Select a file
Select Existing Artists Statement.docx
Note: Don't forget to save at the bottom of the page
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Update
Cancel

Figure 3

Managing Access Keys

To assign Access Keys for multiple Showcase items

1. Check the box next to one or more Showcase item.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to assign for the selected Showcase items.
4. Click the **Assign** button. You will be returned to the **Showcase** page where you will see modified entries for your showcase items.

To remove Access Keys for multiple Showcase items

1. Check the box next to one or more Showcase items.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to remove for the selected Showcase items.
4. Click the **Remove** button. You will be returned to the **Showcase** page where you will see modified entries for your Showcase items.

Figure 4 displays the **Manage Access Key** screen.

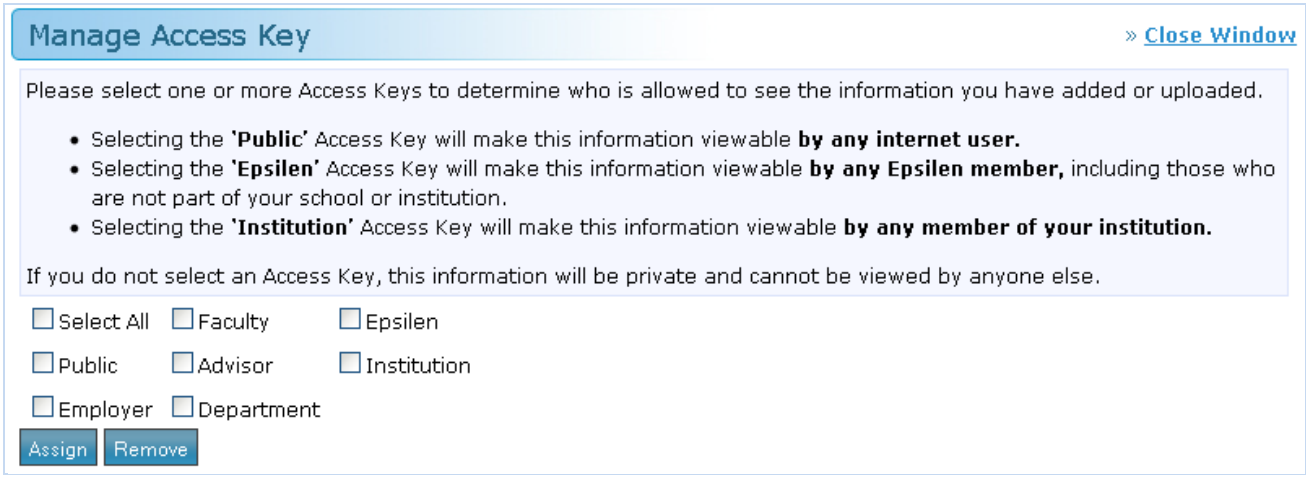

Manage Access Key
» Close Window
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Assign
Remove

Figure 4

Viewing Changes

To View Changes

1. Click the **View Changes** button.
2. Select an Access Key from the list of your Access Keys. You will see your Showcase items which have been assigned permission for that Access Key.

Figure 5 displays the **View Changes** screen.

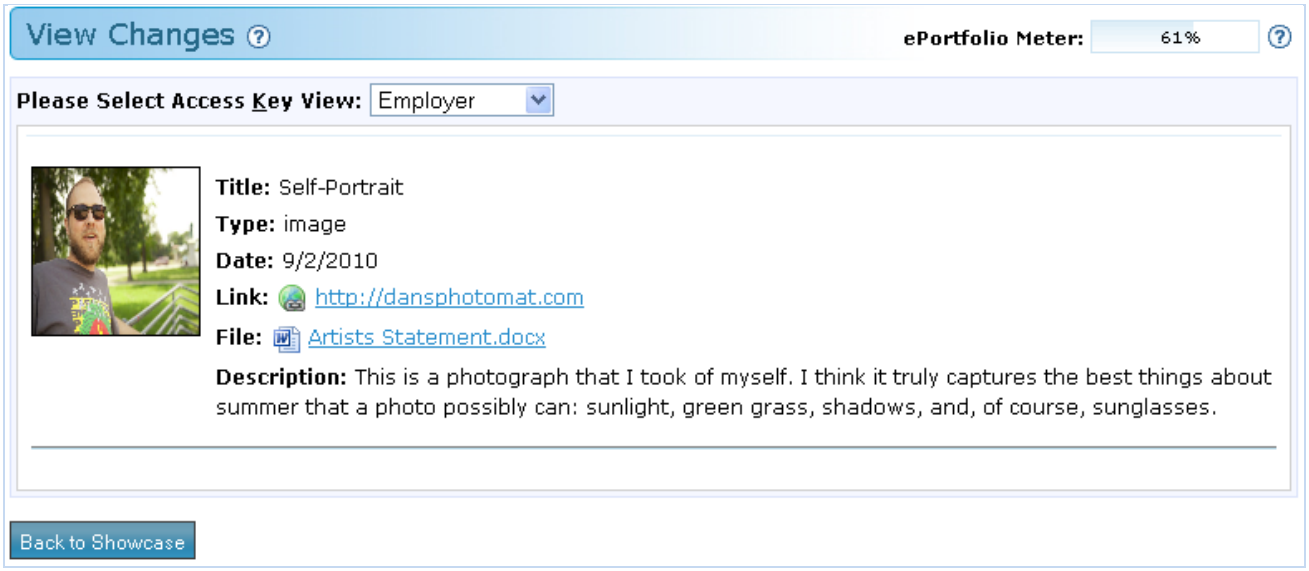

View Changes
ePortfolio Meter:
61%
Please Select Access Key View:
Employer
Title: Self-Portrait
Type: image
Date: 9/2/2010
Link: http://dansphotomat.com
File: Artists Statement.docx
Description: This is a photograph that I took of myself. I think it truly captures the best things about summer that a photo possibly can: sunlight, green grass, shadows, and, of course, sunglasses.
Back to Showcase

Figure 5

Certifications

Description

The Certifications tool is a venue where Epsilen members can post academic, personal, and professional credentials to be viewed by other Epsilen members according to preference. Access to these credentials is managed by the member who posts them.

Purpose

Certifications exhibit academic or public achievements to facilitate networking and collaboration with other Epsilen members who have similar interests and/or credentials. The tool used to create and manage a list of certifications earned by the ePortfolio owner. Degrees, diplomas, or any other documented credential are intended to be added here. Specify Access Keys to control who may view each Certification.

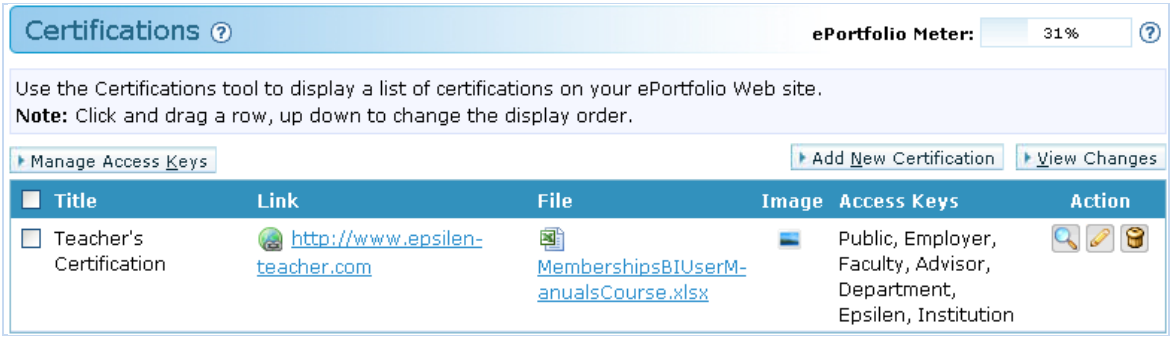


Figure 1

Definitions

The **Manage Access Keys** button opens the "Manage Access Key" popup window, in which permissions for one or more Certifications can be set.

The **Add New Certification** button is used to add new Certification material to a public ePortfolio page.

The **View Changes** button is used to view how Certifications display to other members for each Access Key.

Download Certification File: Click a filename in the File column of a Certification to download a file and open/save it locally.

Download Certification Picture: Click the Image icon in the Image column to download a picture and open/save it locally.

View: Click the View icon to view a Certification as it will appear on a public ePortfolio.

Edit: Click the Edit icon to edit a Certification.

Delete: Click the Delete icon to delete a Certification.

Adding a New Certification

To add a new Certification:

1. Click the **Add New Certification** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title identifies the Certification.
Description/Reflection	Add a meaningful description to explain the Certification and its implications if necessary.
Type	Specify what the Certification object is: website, document, picture, etc.
Instructions	If special instructions are needed for visitors, list them here. (e.g. "Visit this webpage to view this Certification.")
Link Web Address	Add a web address (URL) for visitors to view more information about a Certification.
Date	Enter the date the Certification was received.
Add a Picture	Upload a new picture or select an existing picture from Files/Folders to associate with the Certification.
Add a File	Upload a new file or select an existing file from Files/Folders to associate with the Certification.
Viewable By	Assign Access Key permissions for the Certification. Select 'Public' to make it visible to all ePortfolio visitors.

3. When all necessary information is present, click the **Save** button to return to the Certifications page. A new entry for the Certification will be shown there.

Figure 2 displays the Add Certification page.

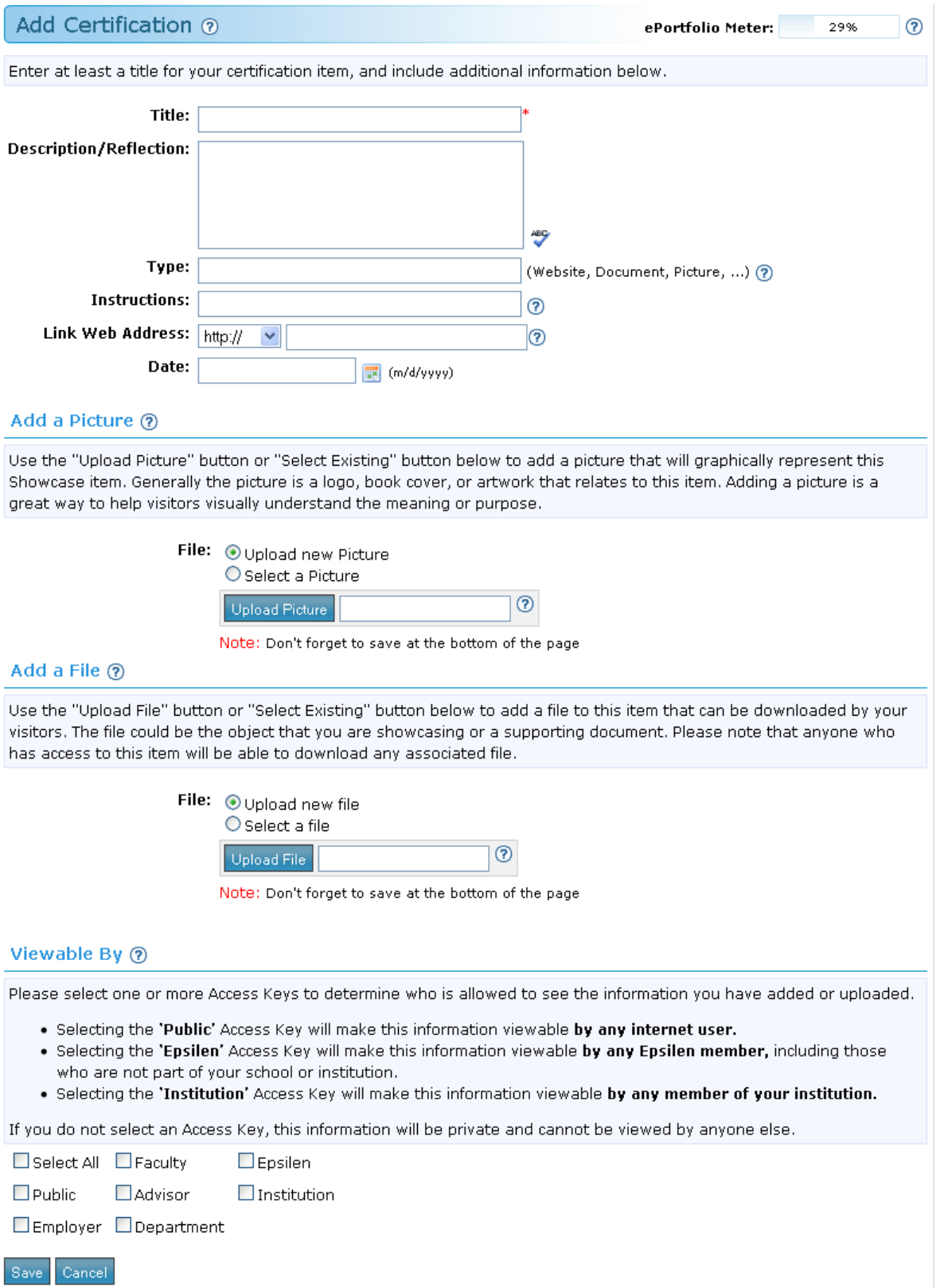

Add Certification
ePortfolio Meter: 29%
Enter at least a title for your certification item, and include additional information below.
Title:
Description/Reflection:
Type:
(Website, Document, Picture, ...)
Instructions:
Link Web Address:
http://
Date:
(m/d/yyyy)
Add a Picture
Use the "Upload Picture" button or "Select Existing" button below to add a picture that will graphically represent this Showcase item. Generally the picture is a logo, book cover, or artwork that relates to this item. Adding a picture is a great way to help visitors visually understand the meaning or purpose.
File:
Upload new Picture
Select a Picture
Upload Picture
Note: Don't forget to save at the bottom of the page
Add a File
Use the "Upload File" button or "Select Existing" button below to add a file to this item that can be downloaded by your visitors. The file could be the object that you are showcasing or a supporting document. Please note that anyone who has access to this item will be able to download any associated file.
File:
Upload new file
Select a file
Upload File
Note: Don't forget to save at the bottom of the page
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Save
Cancel

Figure 2

Editing a Certification

To edit a Certification:

1. Click the Edit icon in the Action column next to the Certification to be edited.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title identifies the Certification.
Description/Reflection	Add a meaningful description to explain the Certification and its implications if necessary.
Type	Specify what the Certification object is: website, document, picture, etc.
Instructions	If special instructions are needed for visitors, list them here. (e.g. "Visit this webpage to view this Certification.")
Link Web Address	Add a web address (URL) for visitors to view more information about a Certification.
Date	Enter the date the Certification was received.
Add a Picture	Upload a new picture or select an existing picture from Files/Folders to associate with the Certification.
Add a File	Upload a new file or select an existing file from Files/Folders to associate with the Certification.
Viewable By	Assign Access Key permissions for the Certification. Select 'Public' to make it visible to all ePortfolio visitors.

3. When all necessary information is present, click the **Update** button to return to the Certifications page. A modified entry for the Certification will be shown there.

Figure 3 displays the **Edit Certification** screen.

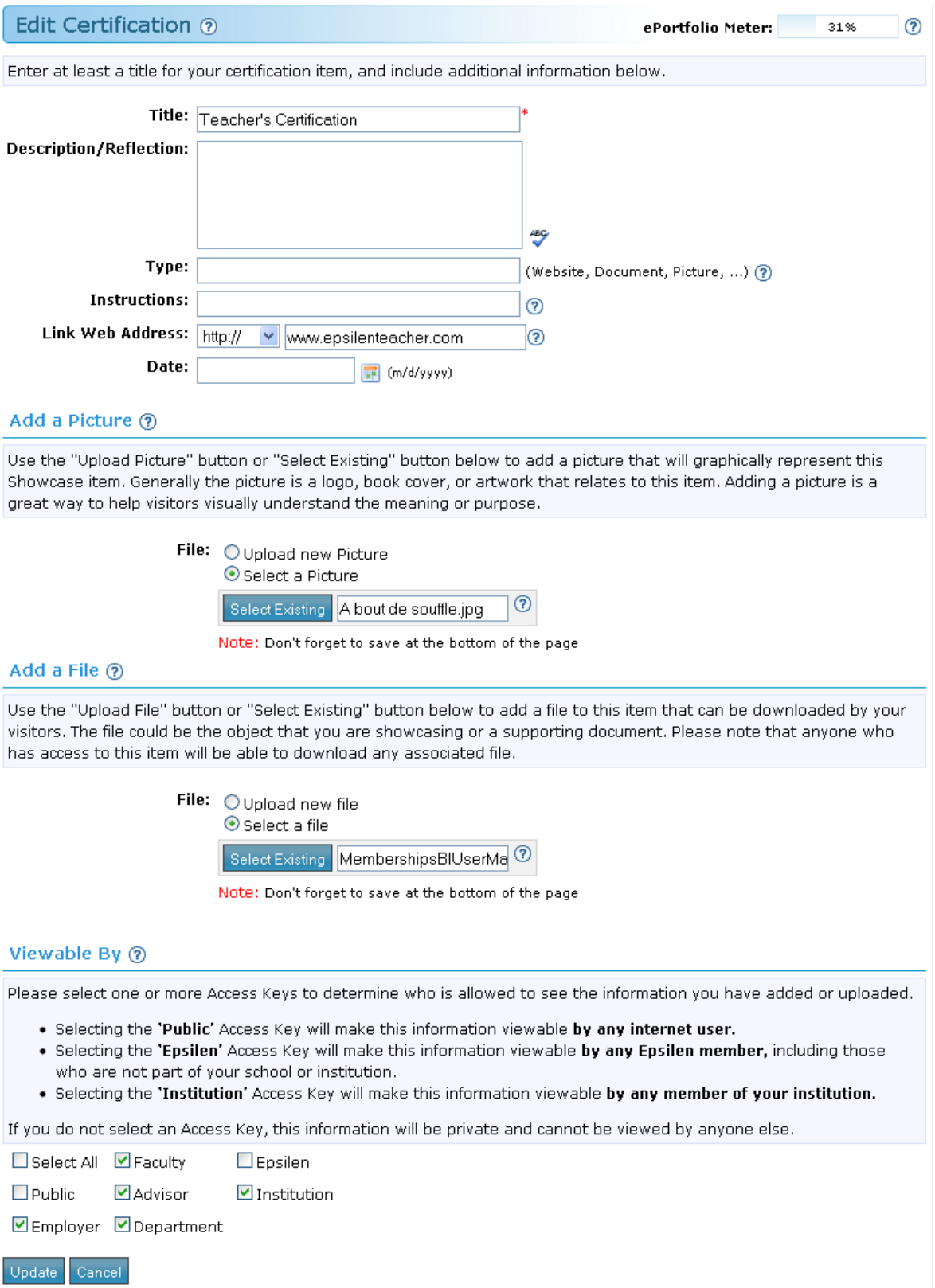

Edit Certification
ePortfolio Meter: 31%
Enter at least a title for your certification item, and include additional information below.
Title: Teacher's Certification *
Description/Reflection:
Type: (Website, Document, Picture, ...)
Instructions:
Link Web Address: http:// www.epsilenteacher.com
Date: (m/d/yyyy)
Add a Picture
Use the "Upload Picture" button or "Select Existing" button below to add a picture that will graphically represent this Showcase item. Generally the picture is a logo, book cover, or artwork that relates to this item. Adding a picture is a great way to help visitors visually understand the meaning or purpose.
File: Upload new Picture
Select a Picture
Select Existing A bout de souffle.jpg
Note: Don't forget to save at the bottom of the page
Add a File
Use the "Upload File" button or "Select Existing" button below to add a file to this item that can be downloaded by your visitors. The file could be the object that you are showcasing or a supporting document. Please note that anyone who has access to this item will be able to download any associated file.
File: Upload new file
Select a file
Select Existing MembershipsBlUserMa
Note: Don't forget to save at the bottom of the page
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Update
Cancel

Figure 3

Managing Access Keys

To assign Access Keys to one or more Certifications:

1. Click the checkbox next to one or more Certifications.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup window.
3. Click the checkbox next to the desired Access Key(s) to assign for the selected Certification(s).
4. Click the **Assign** button. The popup window will close and the Certifications page will display with modified entries in the Access Keys column of the selected Certification(s).

To remove Access Keys from one or more Certifications:

1. Click the checkbox next to one or more Certifications.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup window.
3. Click the checkbox next to the desired Access Key(s) to remove for the selected Certification(s).
4. Click the **Remove** button. The popup window will close and the Certifications page will display with modified entries in the Access Keys column of the selected Certification(s).

Figure 4 displays the **Manage Access Key** popup window.

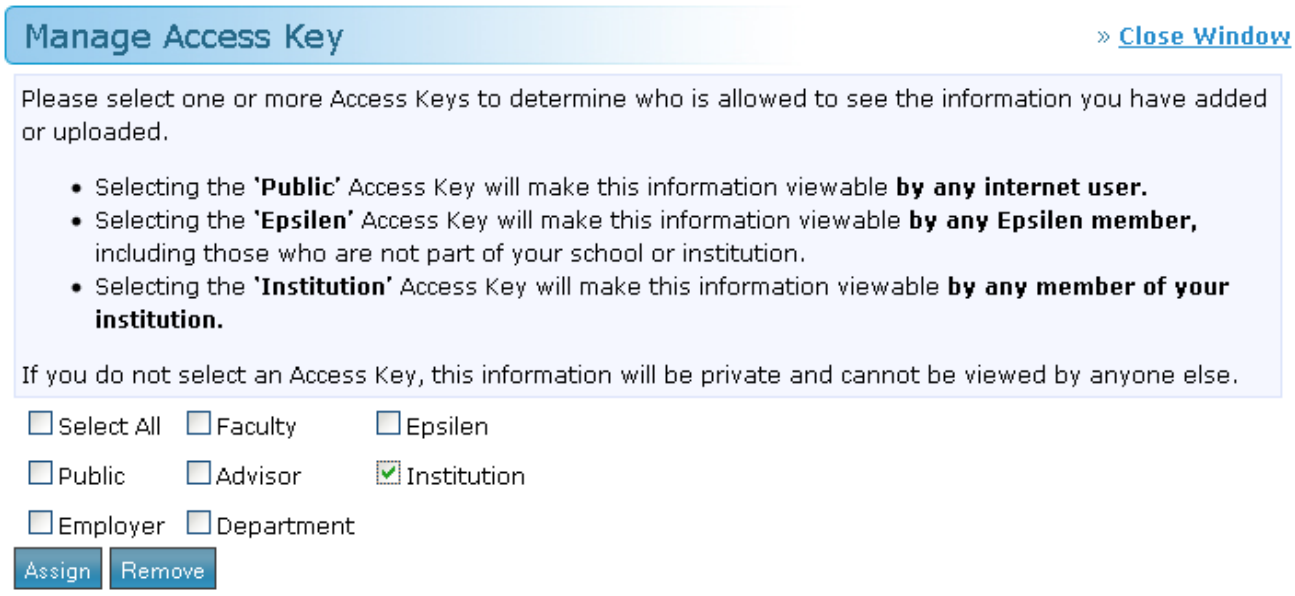

Manage Access Key
» Close Window
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Assign
Remove

Figure 4

Viewing Changes

To view changes:

1. Click the **View Changes** button on the Certifications page.
2. Select an Access Key from the dropdown menu. Each Certification that has been assigned permission for that Access Key will display in the fashion shown in Figure 5.

Figure 5 displays the **View Changes** screen.

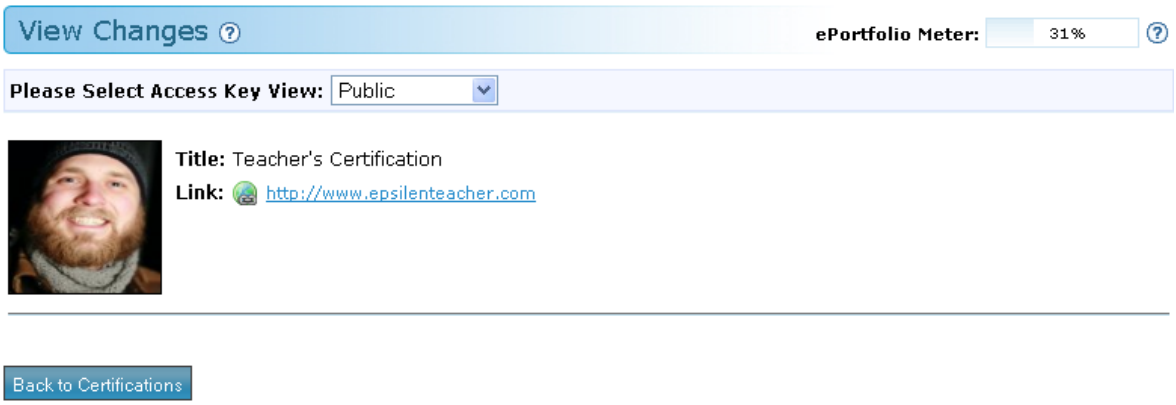


Figure 5

Publications

Description

The **Publications** tool allows you to create and manage a list of your publications, such as magazine articles, books, white papers, dissertations, or any other work certified as your own. Select Access Keys to control who may view your publications.

Purpose

By posting your Publications, you can exhibit your accomplishments and expertise in any particular field, as well as demonstrate your analytical skills and writing talent.

Figure 1

Definitions

Manage Access Keys opens the "Manage Access Key" popup page which allows you to quickly assign Access Key permissions for multiple or all of your Publications.

Add New Publication allows you to add a new Publication to your Public ePortfolio.

View Changes allows you to view the display of your Publications for each Access Key.

Read More: Clicking the **Read more about ...** link allows you to read a full description of a Publication.

View: Clicking the button allows you to view a Publication as it will appear on your Public ePortfolio.

Edit: Clicking the button allows you to edit a Publication.

Delete: Clicking the button allows you to delete a Publication.

Adding a New Publication

To Add a New Publications

1. Click the **Add New Publication** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Type	Select which type of Publication you are adding, such as a Book, Documentary, Editorial, Essay, Magazine Article, and many more.
Details	Enter a meaningful description/explanation of the Publication. See "Using the HTML Editor."
Viewable By	Assign Access Key permissions to your Publication, or select Public to make it visible to all visitors to your Public ePortfolio.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Publications** page where you will see a new entry for your new publication.

Figure 2 displays the **Add Publication** screen.

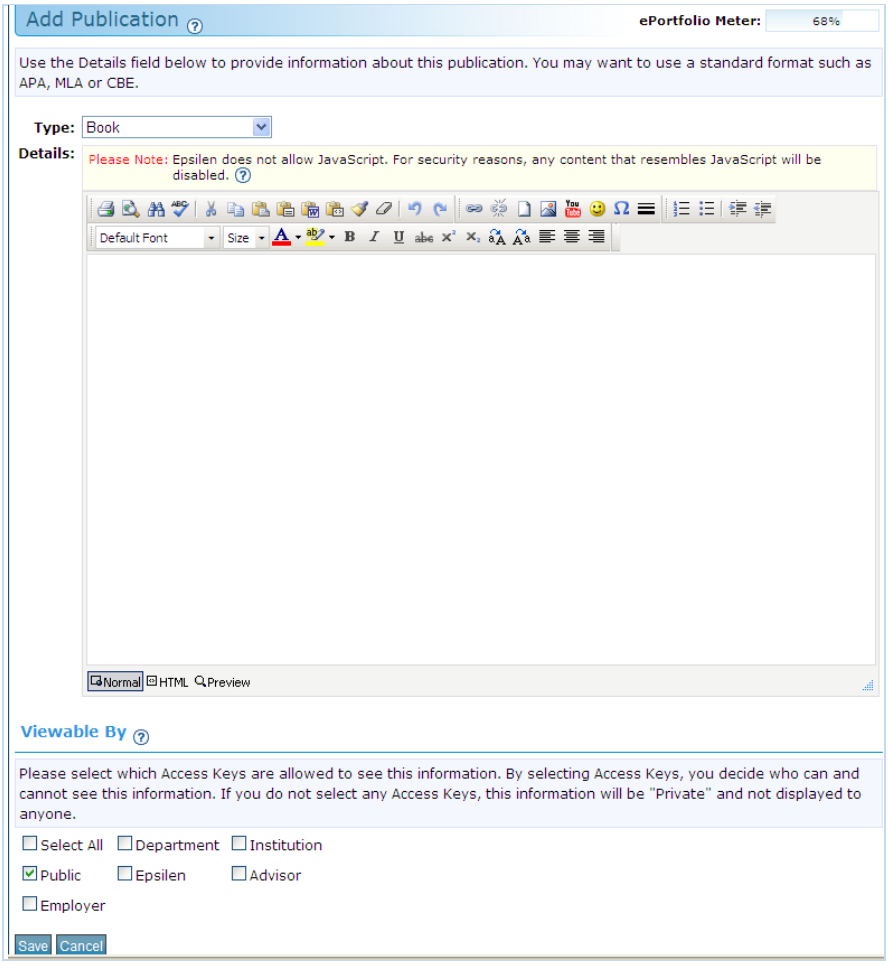

Add Publication
ePortfolio Meter:
68%
Use the Details field below to provide information about this publication. You may want to use a standard format such as APA, MLA or CBE.
Type:
Book
Details:
Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.
Default Font
Size
Normal
HTML
Preview
Viewable By
Please select which Access Keys are allowed to see this information. By selecting Access Keys, you decide who can and cannot see this information. If you do not select any Access Keys, this information will be "Private" and not displayed to anyone.
Select All
Department
Institution
Public
Epsilen
Advisor
Employer
Save
Cancel

Figure 2

Editing a Publication

To Edit a Publication

1. Click the button for a Publication.
2. Complete the fields/choices as described in the following table:

Field	Function
Type	Select which type of Publication you are adding, such as a Book, Documentary, Editorial, Essay, Magazine Article, and many more.
Details	Enter a meaningful description/explanation of the Publication. See "Using the HTML Editor."
Viewable By	Assign Access Key permissions to your Publication, or select Public to make it visible to all visitors to your Public ePortfolio.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Publications** page where you will see a modified entry for your publication.

Figure 4 displays the **Edit Publication** screen.

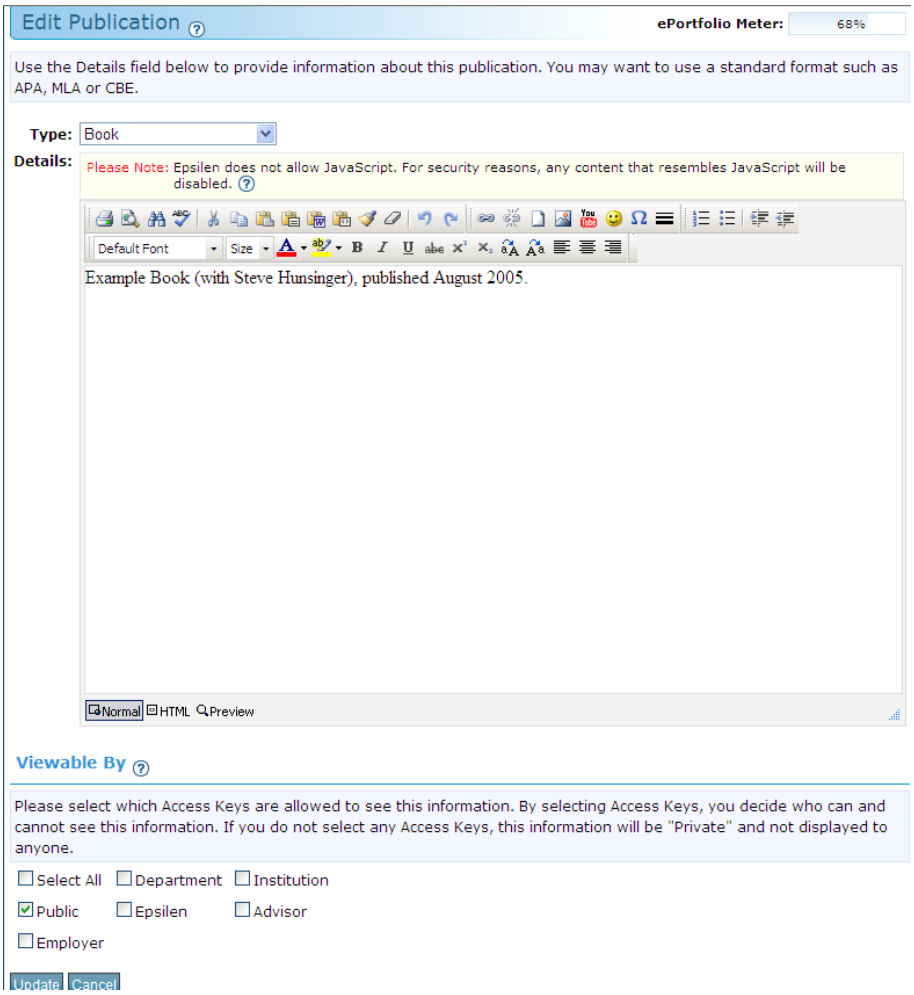

Edit Publication
ePortfolio Meter: 68%
Use the Details field below to provide information about this publication. You may want to use a standard format such as APA, MLA or CBE.
Type: Book
Details:
Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.
Default Font
Size
Example Book (with Steve Hunsinger), published August 2005.
Normal
HTML
Preview
Viewable By
Please select which Access Keys are allowed to see this information. By selecting Access Keys, you decide who can and cannot see this information. If you do not select any Access Keys, this information will be "Private" and not displayed to anyone.
Select All
Department
Institution
Public
Epsilen
Advisor
Employer
Update
Cancel

Figure 4

Managing Access Keys

To assign Access Keys for multiple Publications

1. Check the box next to one or more Publications.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to assign for the selected Publications.
4. Click the **Assign** button. You will be returned to the **Publications** page where you will see modified entries for your publications.

To remove Access Keys for multiple Publications

1. Check the box next to one or more Publications.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup page.
3. Check the Access Keys to remove for the selected Publications.
4. Click the **Remove** button. You will be returned to **Publications** page where you will see modified entries for your publications.

Figure 5 displays the **Manage Access Key** screen.

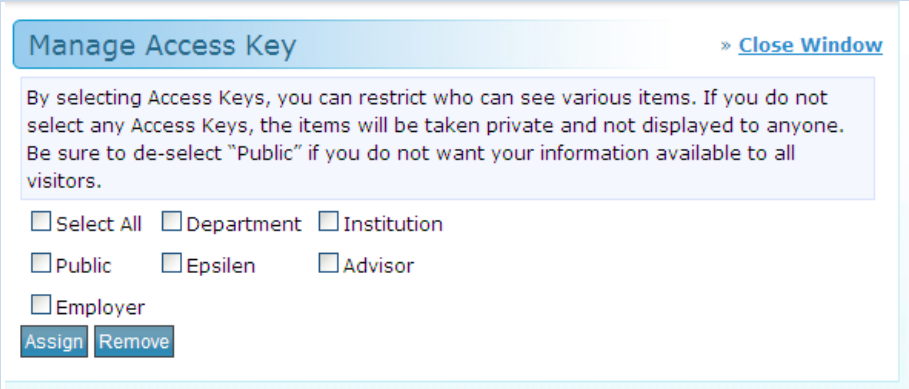

Manage Access Key
» Close Window
By selecting Access Keys, you can restrict who can see various items. If you do not select any Access Keys, the items will be taken private and not displayed to anyone. Be sure to de-select "Public" if you do not want your information available to all visitors.
Select All
Department
Institution
Public
Epsilen
Advisor
Employer
Assign
Remove

Figure 5

Viewing Changes

To View Changes

1. Click the **View Changes** button.
2. Select an Access Key from the list of your Access Keys. You will see the list of Publications which have been assigned permission for that Access Key.

Figure 6 displays the **View Changes** screen.

Figure 6

News

Description

The **News** tool allows you to post your news information on your personal ePortfolio Web site as well as in the News tool on your ePortfolio Web site, with RSS feed.

Purpose

By using the News tool, you can post news on your Web site for easy access by those who visit your ePortfolio site, and those who have requested RSS feed will receive your news announcement immediately.

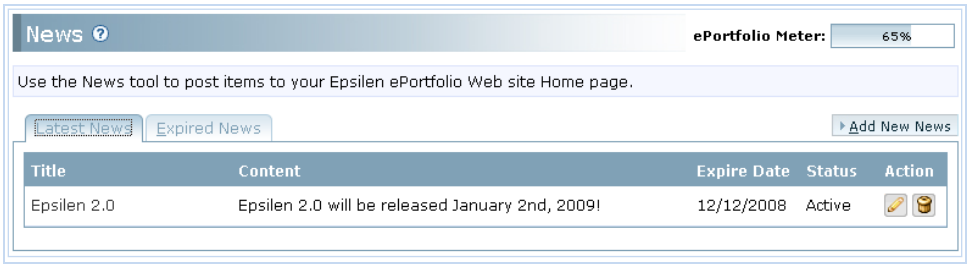


Figure 1

Definitions

Expired News allows you to view, edit and delete News items that have reached the Expire Date that you specified.

Add New News allows you to add a new News item to your Public ePortfolio.

Edit: Clicking the button allows you to edit your News announcement.

Delete: Clicking the button allows you to delete a News announcement.

Adding a News Item

To Add a News Item

1. Click the **Add New News** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for your News item that describes what it is for.
Web Address	Enter a Web Address where the visitor may see more information or the original source of the News item content.
Status	Specify whether a News item is current or expired.
Posted Date	Enter the date you would like the News item to appear on your Public ePortfolio.
Expire Date	Enter the date you would like the News item to no longer appear on your Public ePortfolio.
Home Page	Select whether or not you would like this News item to also appear on your Public ePortfolio Home page along with Welcome Notes.
Content	Enter the News item content. See "Using the HTML Editor."

3. When you have finished filling out the information, click the **Add** button. You will be returned to the **News** page where you will see a new entry for your new News item.

Figure 2 displays the **Add News Item** screen.

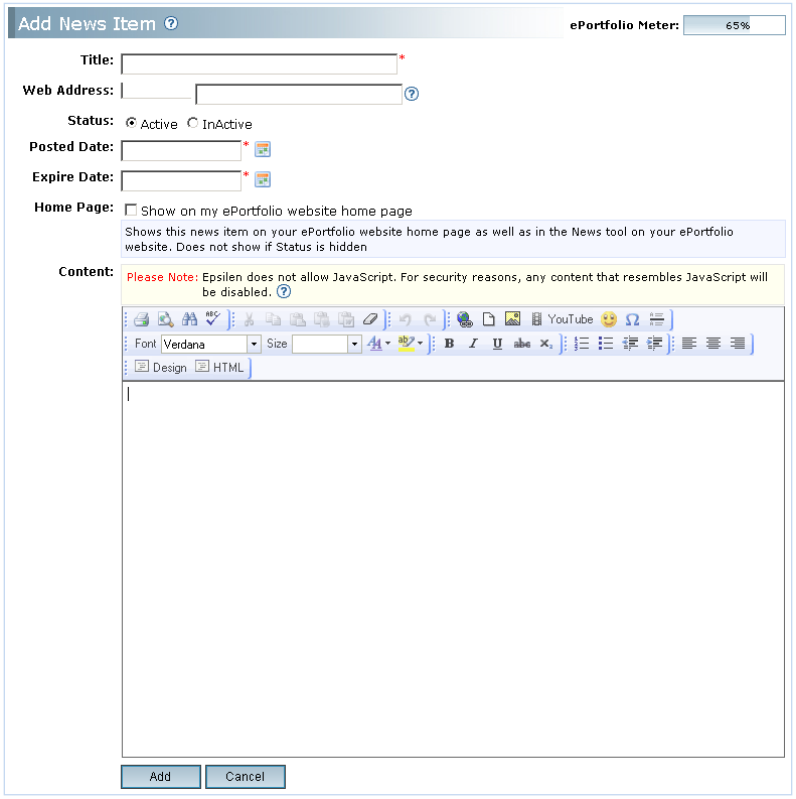


Figure 2

Editing a News Item

To Edit a News Item

1. Click the button for a News item.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for your News item that describes what it is for.
Web Address	Enter a Web Address where the visitor may see more information or the original source of the News item content.
Status	Specify whether a News item is current or expired.
Posted Date	Enter the date you would like the News item to appear on your Public ePortfolio.
Expire Date	Enter the date you would like the News item to no longer appear on your Public ePortfolio.
Home Page	Select whether or not you would like this News item to also appear on your Public ePortfolio Home page along with Welcome Notes.
Content	Enter the News item content. See "Using the HTML Editor."

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **News** page where you will see a modified entry for your News item.

Figure 3 displays the **Edit News Item** screen.

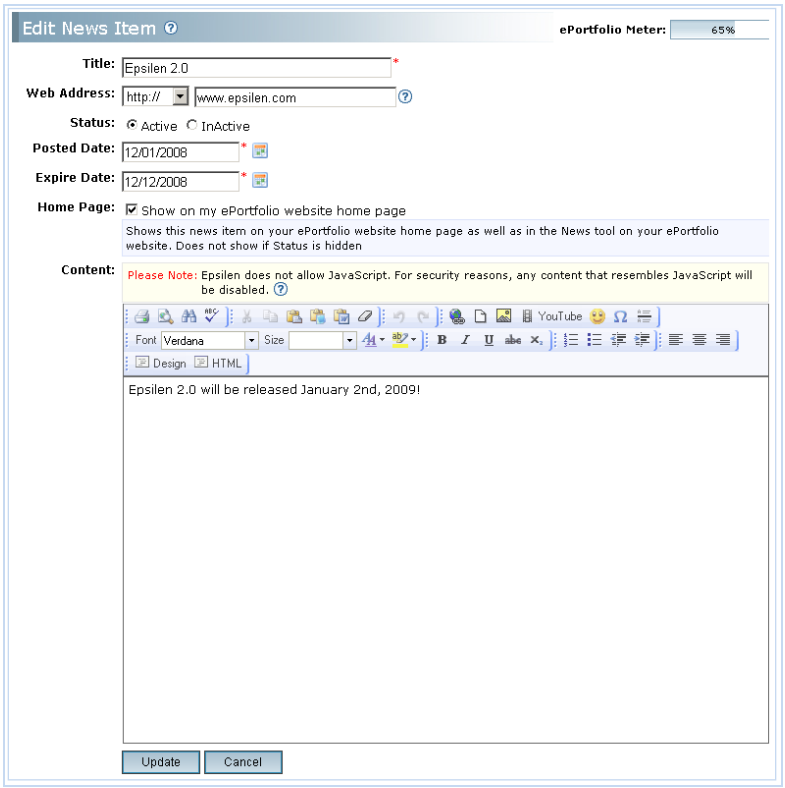


Figure 3

Blog

Description

Use the **Blog** tool to record a journal of events or keep a diary on any subject of interest, including your political, scientific, or academic views, with RSS feed, as well as search for other Blogs maintained by other Epsilen members. A preview of your Blog will automatically appear on your ePortfolio Web site. Other Blog features include the ability to edit, copy, or delete your entries, and to hide or show comments made by others about your Blog entry.

Purpose

By using the Blog tool, you will have recorded entries to refer to in the future, you can keep others informed of your thoughts about events in your life and in the world, and you can receive feedback comments from others about your Blog entries.

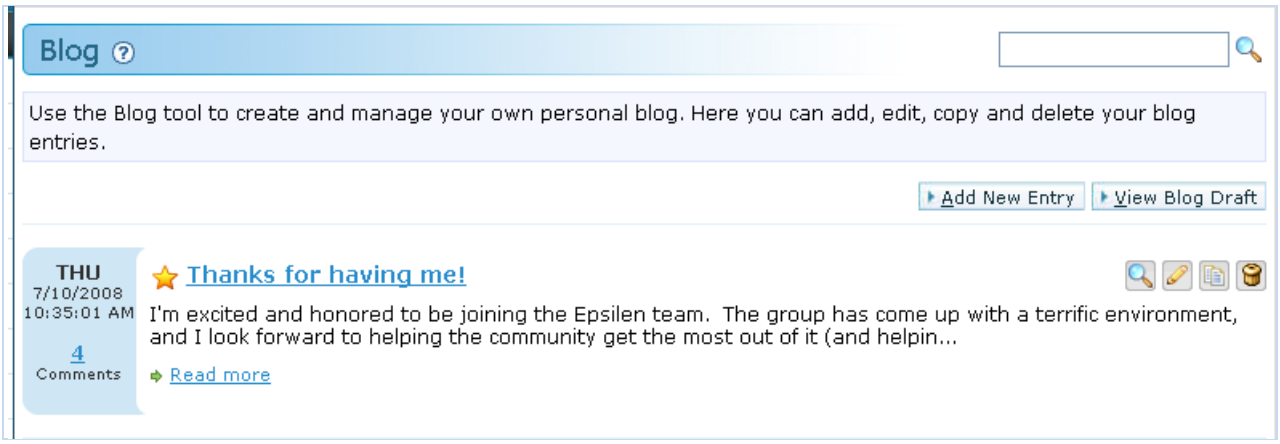

Blog
Use the Blog tool to create and manage your own personal blog. Here you can add, edit, copy and delete your blog entries.
Add New Entry
View Blog Draft
THU
7/10/2008
10:35:01 AM
4
Comments
Thanks for having me!
I'm excited and honored to be joining the Epsilen team. The group has come up with a terrific environment, and I look forward to helping the community get the most out of it (and helpin...
Read more

Figure 1

Definitions

Search Blog allows you to search all Epsilen member Blogs.

Add New Entry allows you to add a new Blog entry to your Public ePortfolio.

View: Clicking the button to the right of a Blog entry or the **Read more** link allows you to view the entire entry.

View Comments: Clicking on the number of comments link allows you to view comments that have been made to a Blog entry.

View Blog Drafts: Click the View Blog Drafts button to view an entry you began, but have not yet published.

Show Comments: Click **Show comment(s)** to show comments made to a Blog entry.

Hide Comments: Click **Hide comment(s)** to hide comments made to a Blog entry.

Edit: Clicking the button allows you to edit a Blog entry.

Copy: Clicking the button allows you to copy a Blog entry to one or more of your courses.

Delete: Clicking the button allows you to delete a Blog entry.

Adding a New Entry

To Add a New Entry

4. Click the **Add New Entry** button.
5. Complete the fields/choices as described in the following table:

Field	Function
Entry Title	The title will distinguish an entry from the others.
Tags	Tags are similar to Keywords that describe the content of an entry. They are used when Epsilen members search for blog entries.
Entry Body	The content of a Blog entry is a complete set of thoughts on a particular subject. See "Using the HTML Editor" below.
Entry Icon	Select an icon to go along with the theme for an entry.
Show/Hide	Show a Blog entry to allow all Epsilen members to view it and any visitors to your Public ePortfolio (if your Blog tool is visible). Hide a Blog entry to make it private and only visible by you.
Allow Comments	Allow visitors to your Blog to add comments to an entry, or remove the ability for visitors to add comments.

6. When you have finished filling out the information, click the **Save** button. You will be returned to the **Blog** page where you will see a new entry.

Figure 2 displays the **Add/Edit Blog** screen.

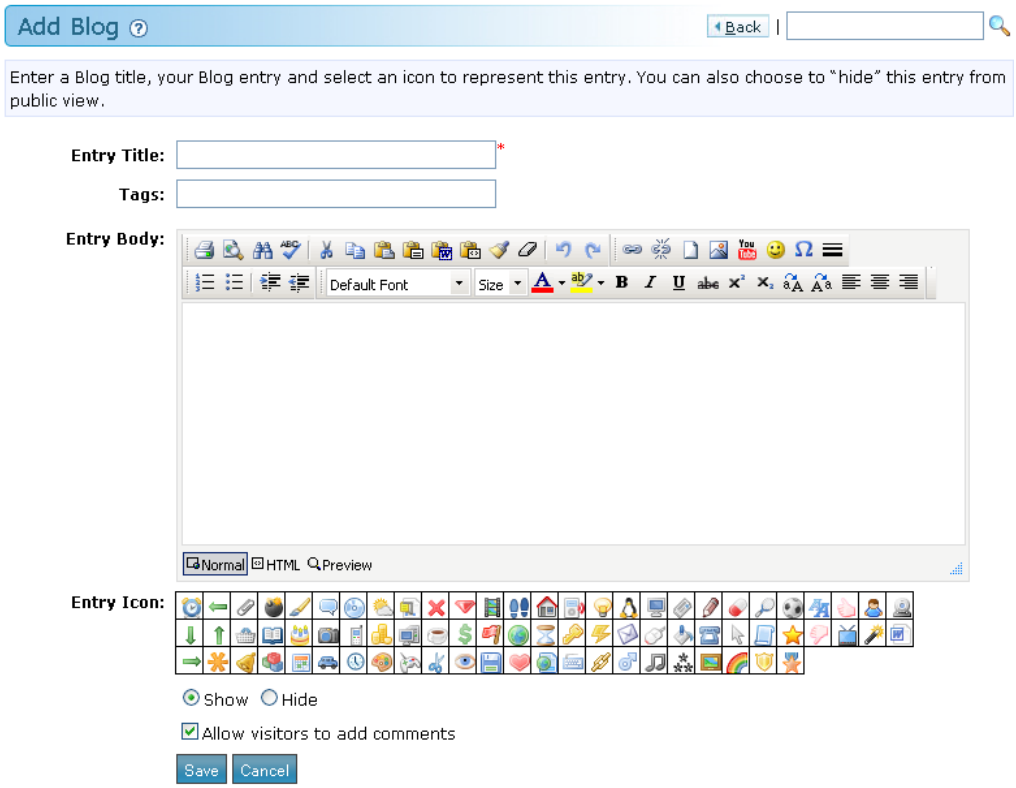


Figure 2

Editing an Entry

To Edit an Entry

1. Click the button.
2. Complete the fields/choices as described in the following table:

Field	Function
Entry Title	The title will identify an entry from other entries.
Tags	Tags are similar to Keywords that describe the content of an entry. They are used when Epsilen members search for blog entries.
Entry Body	The content of a Blog entry is a complete set of thoughts on a particular subject. See "Using the HTML Editor" below.
Entry Icon	Select an icon to go along with the theme for an entry.
Show/Hide	Show a Blog entry to allow all Epsilen members to view it and any visitors to your Public ePortfolio (if your Blog tool is visible). Hide a Blog entry to make it private and only visible by you.
Allow Comments	Allow visitors to your Blog to add comments to an entry, or remove the ability for visitors to add comments.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Blog** page where you will see a modified entry.

Figure 3 displays the **Add/Edit Blog** screen.

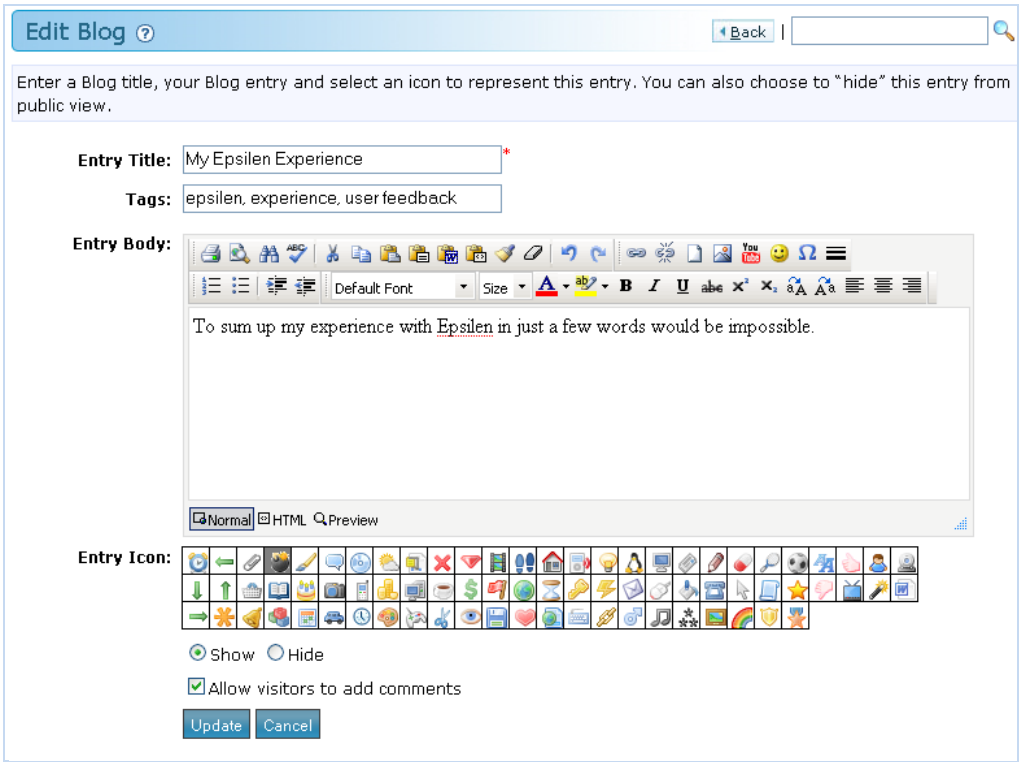


Figure 3

Adding a Comment

To Add a Comment

1. Click the **Add a comment** link while viewing a Blog entry.
2. Complete the fields/choices as described in the following table:

Field	Function
Email Me	Checking this option allows you to subscribe to alert emails that are sent whenever someone adds a comment to this Blog entry.
Your Name	Your name allows others to see who made a comment.
Comment	Your comment as it pertains to the Blog entry you are viewing.

3. When you have finished filling out the information, click the **Save Comment** button. You will remain on the **View Blog Entry** page where you will see your new comment.

Figure 4 displays the **View Blog Entry** screen with Add Comment form.

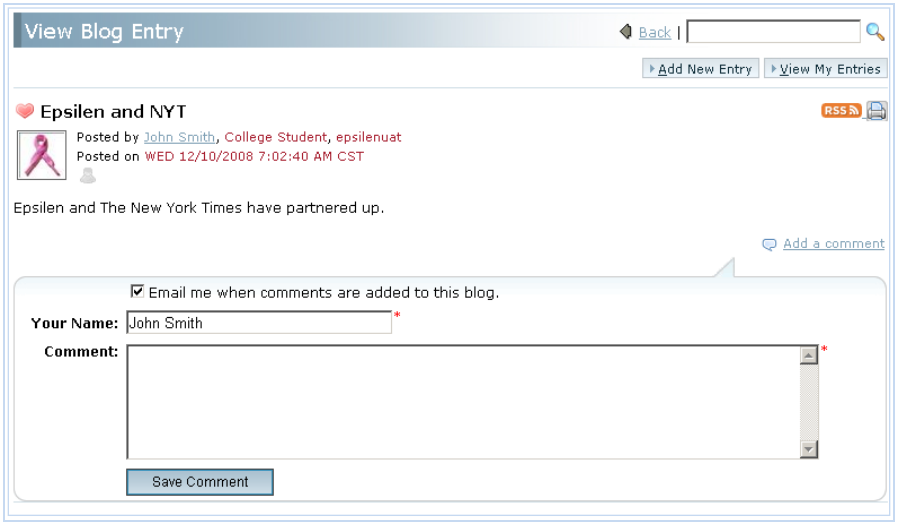

View Blog Entry
Back |
Add New Entry
View My Entries
Epsilen and NYT
Posted by John Smith, College Student, epsilenuat
Posted on WED 12/10/2008 7:02:40 AM CST
Epsilen and The New York Times have partnered up.
Add a comment
Email me when comments are added to this blog.
Your Name: John Smith
Comment:
Save Comment

Figure 4

Figure 5 displays the **View Blog Entry** screen with Comments.

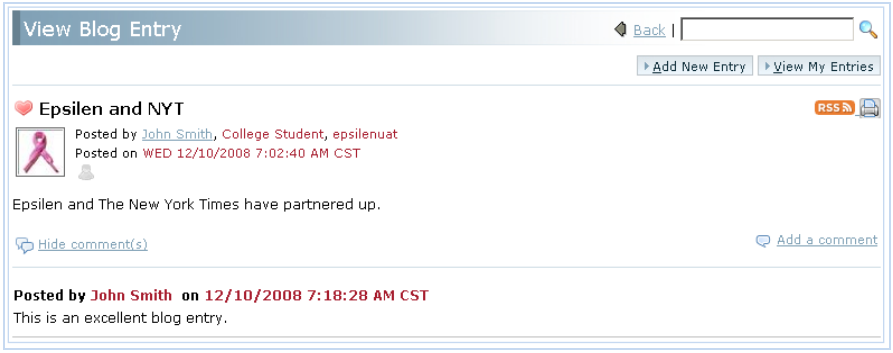

View Blog Entry
Back |
Add New Entry
View My Entries
Epsilen and NYT
Posted by John Smith, College Student, epsilenuat
Posted on WED 12/10/2008 7:02:40 AM CST
Epsilen and The New York Times have partnered up.
Hide comment(s)
Add a comment
Posted by John Smith on 12/10/2008 7:18:28 AM CST
This is an excellent blog entry.

Figure 5

Access Keys

Description

Access Keys are tools you can use to manage content and control permissions for your Epsilen ePortfolio Web site, including access to contact information and file collections. You may create a different Access Key for groups of visitors to your site, or even for an individual viewer. For any individual file you maintain on your Epsilen ePortfolio Web site, you may choose to allow the public to view, selected visitors to view, or no visitors to view.

Purpose

By using Access Keys, you can maintain your privacy by restricting who may see personal information, such as a private phone number, your address, other contact information, and you can limit access to your files, photos, Blog entries, or any other file you store within your Epsilen ePortfolio. You may wish to grant Access Keys to prospective employers or others you would like to network with for collaboration so they can contact you.

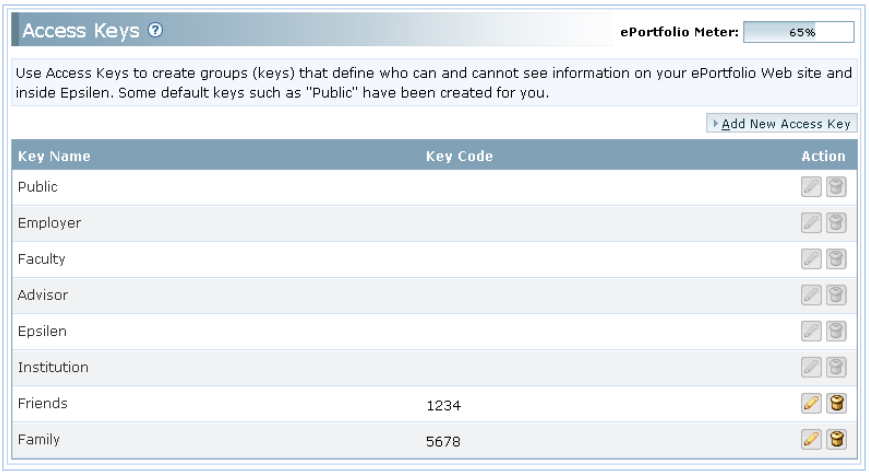


Figure 1

Definitions

Add New Access Key allows you to add a new Access Key for restricting public access to your ePortfolio content such as Showcase, Resume, QuickLinks, Pictures/Videos, etc.

Edit: Clicking the button allows you to edit an Access Key that you created.

Delete: Clicking the button allows you to delete an Access Key that you created.

Adding a New Access Key

To Add a New Access Key

1. Click the **Add New Access Key** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Key Name	Key Name must be unique to all other Access Keys you have created and is used to identify Access Keys that are used to access your content.
Key Code	Key Code must be unique to all other Access Keys you have created and is used to allow access to your content.
Random	You may enter a code or have Epsilen randomly generate one for you by clicking the **Random** button.

3. When you have finished filling out the information, click the **Add** button. You will be returned to the **Access Keys** page where you will see a new entry for your new Access Key.

Figure 2 displays the **Add Access Key** screen.

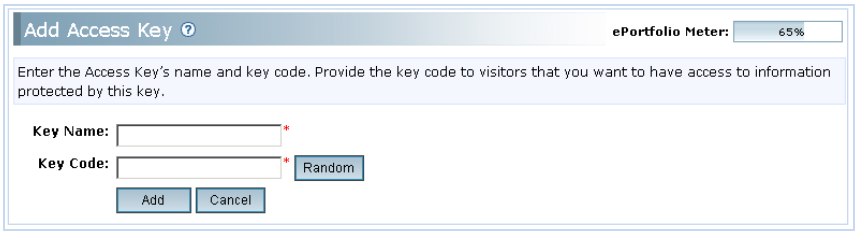

Add Access Key
ePortfolio Meter:
65%
Enter the Access Key's name and key code. Provide the key code to visitors that you want to have access to information protected by this key.
Key Name:
Key Code:
Random
Add
Cancel

Figure 2

Editing an Access Key

To Edit an Access Key

1. Click the button for an Access Key.
2. Complete the fields/choices as described in the following table:

Field	Function
Key Name	Key Name must be unique to all other Access Keys you have created and is used to identify Access Keys that are used to access your content.
Key Code	Key Code must be unique to all other Access Keys you have created and is used to allow access to your content.
Random	You may enter a code or have Epsilen randomly generate one for you by clicking the **Random** button.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Access Keys** page where you will see a modified entry for your Access Key.

Figure 3 displays the **Edit Access Key** screen.

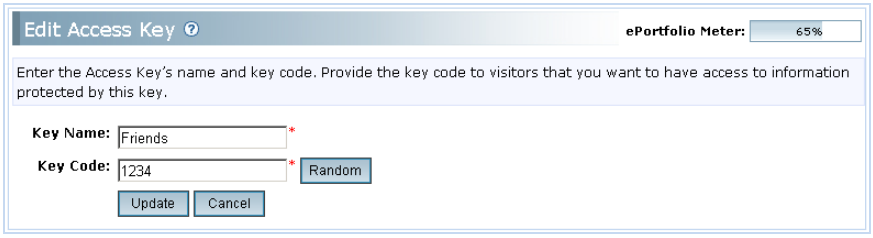


Figure 3

Options

Description

The Options tool is a tabbed set of tables that allows Epsilen members to choose which tools should show in the left navigation menu of their MyPortal page. It also supports the creation of new custom menu items, as well as ePortfolio parking and QuickNote hiding.

Purpose

Customizing menu and tool options helps Epsilen members simplify their personal menu by including only those items relevant for their use. For example, if a user has no Publications to present, the user can leave the Publications checkbox unchecked so the Publications menu item will not appear.

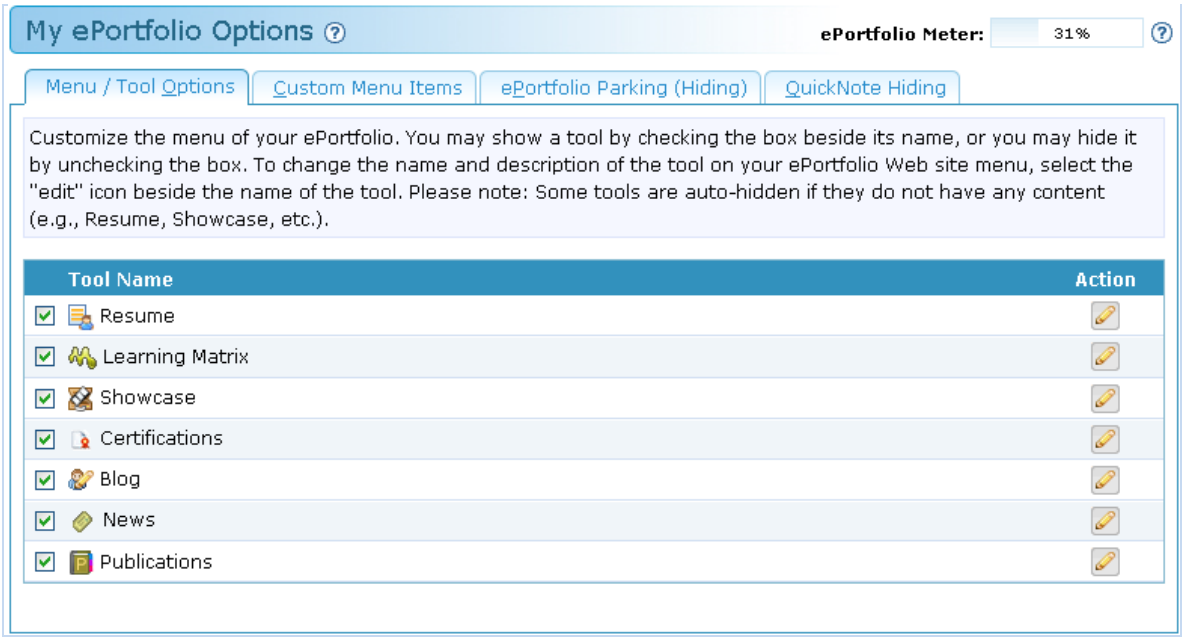

My ePortfolio Options
ePortfolio Meter:
31%
Menu / Tool Options
Custom Menu Items
ePortfolio Parking (Hiding)
QuickNote Hiding
Customize the menu of your ePortfolio. You may show a tool by checking the box beside its name, or you may hide it by unchecking the box. To change the name and description of the tool on your ePortfolio Web site menu, select the "edit" icon beside the name of the tool. Please note: Some tools are auto-hidden if they do not have any content (e.g., Resume, Showcase, etc.).
Tool Name
Action
Resume
Learning Matrix
Showcase
Certifications
Blog
News
Publications

Figure 1

Definitions

The Menu/Tool Options tab is used to give default menu/tool items a custom title and description and to show or hide them on a public ePortfolio page.

The Custom Menu Items tab is used to create new menu items that point to websites or display user-added content on a public ePortfolio page.

The ePortfolio Parking (Hiding) tab is used to show or hide a user's public ePortfolio page while still allowing the user to log in and view and build the page privately.

The QuickNote Hiding tab is used to show or hide the QuickNote form on a public ePortfolio Home page. When this tab is hidden, other Epsilen members are unable to send QuickNote messages

Show/Hide Tool: Clicking a blank checkbox ☑ next to a Tool Name prompts the tool to show on a public ePortfolio page. Clicking a checked checkbox ☑ next to a Tool Name hides the tool on a public ePortfolio page.

Edit: Click the Edit icon in the Action column to edit a menu/tool name or description.

Menu/Tool Options: Editing a Menu/Tool

To edit a Menu/Tool:

5. Click the Edit icon in the Action column of a given Menu/Tool.
6. Complete the fields/choices as described in the following table:

Field	Function
Name	Change the name of a default tool.
Description	Enter or modify the description of the tool. This description will display when a user mouses over the tool's menu link.
Show Tool on ePortfolio Page	This checkbox is checked by default, which means that the tool will display. Click the checkbox to disable tool display. The tool will still be available to the logged-in user unless it is also hidden using the Show/Hide Tools link near the bottom of the left navigation menu.

7. When the necessary information is present, click the **Save** button. The My ePortfolio Options page will display with a modified entry for the Menu/Tool if it is visible.

Figure 2 displays the Tool Information screen.

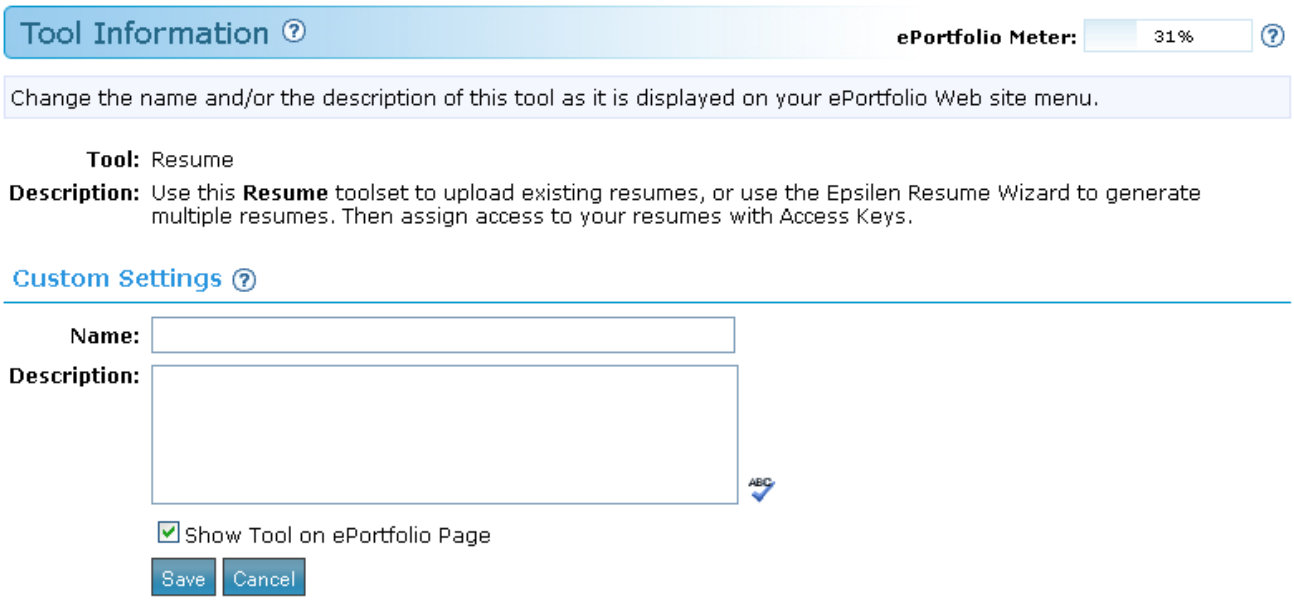

Tool Information
ePortfolio Meter:
31%
Change the name and/or the description of this tool as it is displayed on your ePortfolio Web site menu.
Tool: Resume
Description: Use this Resume toolset to upload existing resumes, or use the Epsilen Resume Wizard to generate multiple resumes. Then assign access to your resumes with Access Keys.
Custom Settings
Name:
Description:
Show Tool on ePortfolio Page
Save
Cancel

Figure 2

Custom Menu Items

Description

The Custom Menu Items tab is used to personalize the left navigation menu by helping Epsilen members create new menu links. A menu link can be created by adding user-owned HTML content or by linking to another website.

Purpose

Adding a custom menu item is a way for Epsilen members to tailor their ePortfolio pages to suit their individual use or need. It gives members a way to display their own HTML content to visitors of their ePortfolio or add a link to a notable website. For example, a user could create a custom menu item called Email and link it to the login page of their email account.

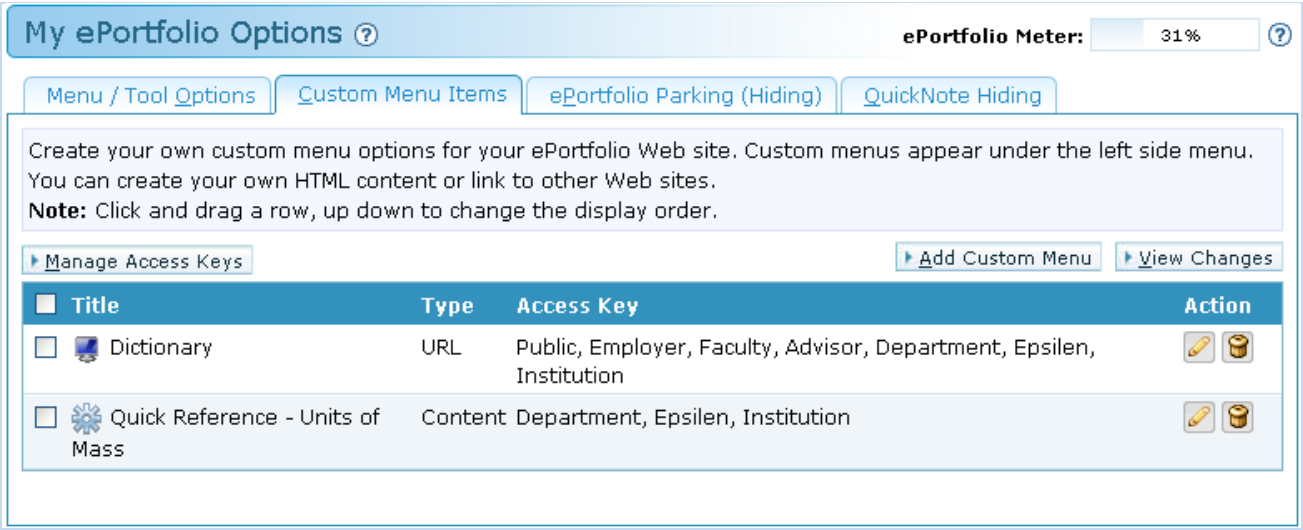

My ePortfolio Options
ePortfolio Meter: 31%
Menu / Tool Options
Custom Menu Items
ePortfolio Parking (Hiding)
QuickNote Hiding
Create your own custom menu options for your ePortfolio Web site. Custom menus appear under the left side menu.
You can create your own HTML content or link to other Web sites.
Note: Click and drag a row, up down to change the display order.
Manage Access Keys
Add Custom Menu
View Changes
Title
Type
Access Key
Action
Dictionary
URL
Public, Employer, Faculty, Advisor, Department, Epsilen, Institution
Quick Reference - Units of Mass
Content
Department, Epsilen, Institution

Figure 3

Definitions

The **Manage Access Keys** button opens the Manage Access Key popup window which allows users to quickly assign Access Key permissions for one or more Custom Menu Items.

The **Add Custom Menu** button is used to add a new Custom Menu Item to a public ePortfolio page.

The **View Changes** button is used to view the Custom Menu Items that will display for each Access Key.

Edit: Click the Edit icon to edit a Custom Menu Item.

Delete: Click the Delete icon to delete a Custom Menu Item.

Custom Menu Items: Adding a Custom Menu

To add a Custom Menu Item:

1. Click the **Add Custom Menu** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Menu Title	Enter a title for the menu item. The title will appear in the left navigation menu of the public ePortfolio page.
Icon	(Optional) Click an icon to display next to the Menu Title in the left navigation menu of the public ePortfolio page.
Menu Content (Link or HTML)	Specify a link to a web page (URL) or HTML content to appear on the public ePortfolio page when visitors click the menu item. See "Using the HTML Editor" below.
Viewable By	Assign Access Key permissions for the Menu Item. Select Public to make this menu item visible to all ePortfolio visitors.

3. When all necessary information is present, click the **Save** button. The My ePortfolio Options page will display with a new entry for the Custom Menu Item.

Figure 4 displays the Add/Edit Custom Menu screen in Add mode.

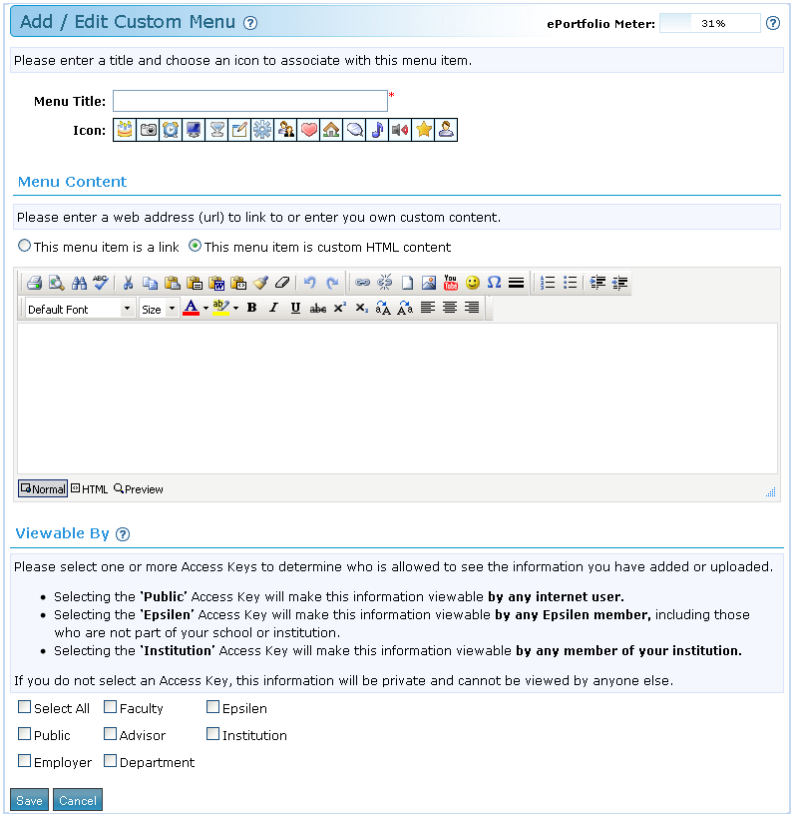

Add / Edit Custom Menu
ePortfolio Meter:
31%
Please enter a title and choose an icon to associate with this menu item.
Menu Title:
Icon:
Menu Content
Please enter a web address (url) to link to or enter you own custom content.
This menu item is a link
This menu item is custom HTML content
Default Font
Size
Normal
HTML
Preview
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Save
Cancel

Figure 4

Custom Menu Items: Editing a Custom Menu

To edit a Custom Menu Item:

1. Click the Edit icon for a Custom Menu.
2. Complete the fields/choices as described in the following table:

Field	Function
Menu Title	Enter a title for the menu item. The title will appear in the left navigation menu of the public ePortfolio page.
Icon	(Optional) Click an icon to display next to the Menu Title in the left navigation menu of the public ePortfolio page.
Menu Content (Link or HTML)	Specify a link to a web page (URL) or HTML content to appear on the public ePortfolio page when visitors click the menu item. See "Using the HTML Editor" below.
Viewable By	Assign Access Key permissions for the Menu Item. Select Public to make this menu item visible to all ePortfolio visitors.

3. When all necessary information is present, click the **Update** button. The My ePortfolio Options page will display with a modified entry for the Custom Menu Item.

Figure 6 displays the Add/Edit Custom Menu screen in Edit mode.

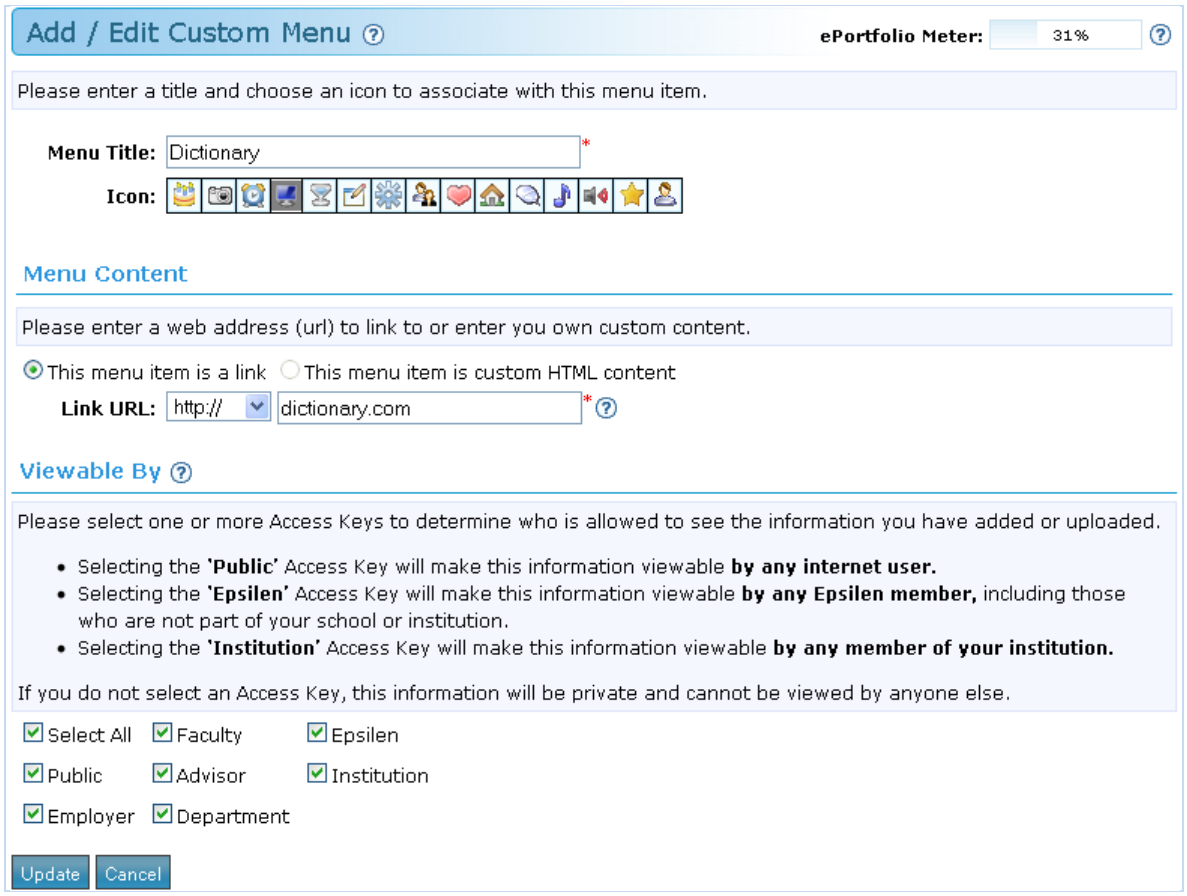

Add / Edit Custom Menu
ePortfolio Meter: 31%
Please enter a title and choose an icon to associate with this menu item.
Menu Title: Dictionary
Icon:
Menu Content
Please enter a web address (url) to link to or enter you own custom content.
This menu item is a link
This menu item is custom HTML content
Link URL: http:// dictionary.com
Viewable By
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Update
Cancel

Figure 6

Custom Menu Items: Managing Access Keys

To assign Access Keys for one or more Custom Menu Items:

1. Click the checkbox next to one or more Custom Menu Items.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup window.
3. Click the checkbox next to the Access Keys to assign for the selected Custom Menu Item(s).
4. Click the **Assign** button. The Custom Menu Items page will display with modified entries in the Access Key column for the selected Custom Menu Items.

To remove Access Keys for one or more Custom Menu Items:

1. Click the checkbox next to one or more Custom Menu Items.
2. Click the **Manage Access Keys** button to open the "Manage Access Keys" popup window.
3. Click the checkbox next to the Access Keys to remove for the selected Custom Menu Items.
4. Click the **Remove** button. The Custom Menu Items page will display with modified entries in the Access Key column for the selected Custom Menu Items.

Figure 7 displays the Manage Access Key screen.

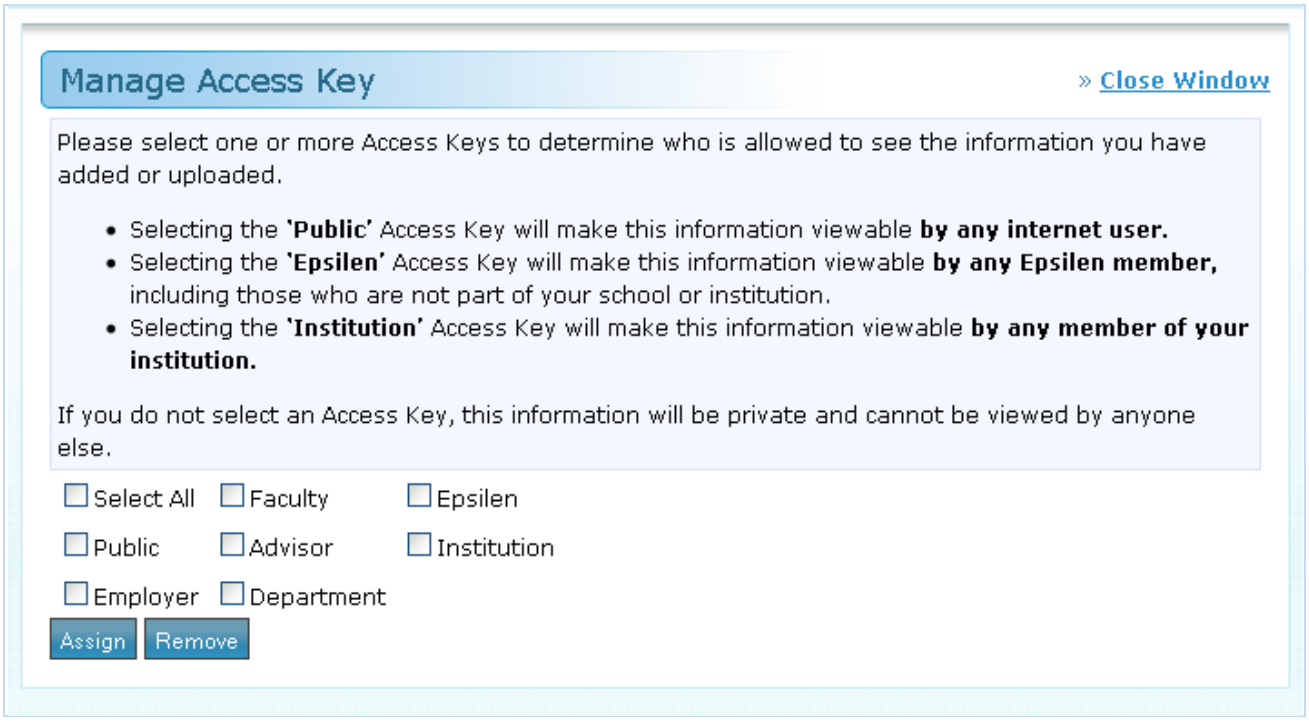

Manage Access Key
» Close Window
Please select one or more Access Keys to determine who is allowed to see the information you have added or uploaded.
Selecting the 'Public' Access Key will make this information viewable by any internet user.
Selecting the 'Epsilen' Access Key will make this information viewable by any Epsilen member, including those who are not part of your school or institution.
Selecting the 'Institution' Access Key will make this information viewable by any member of your institution.
If you do not select an Access Key, this information will be private and cannot be viewed by anyone else.
Select All
Faculty
Epsilen
Public
Advisor
Institution
Employer
Department
Assign
Remove

Figure 7

Custom Menu Items: Viewing Changes

To view changes:

1. Click the **View Changes** button on the Custom Menu Items tab.
2. Select an Access Key from the dropdown menu. The page will then display all Custom Menu Items which have been assigned permission for the selected Access Key.

Figure 8 displays the **View Changes** screen.

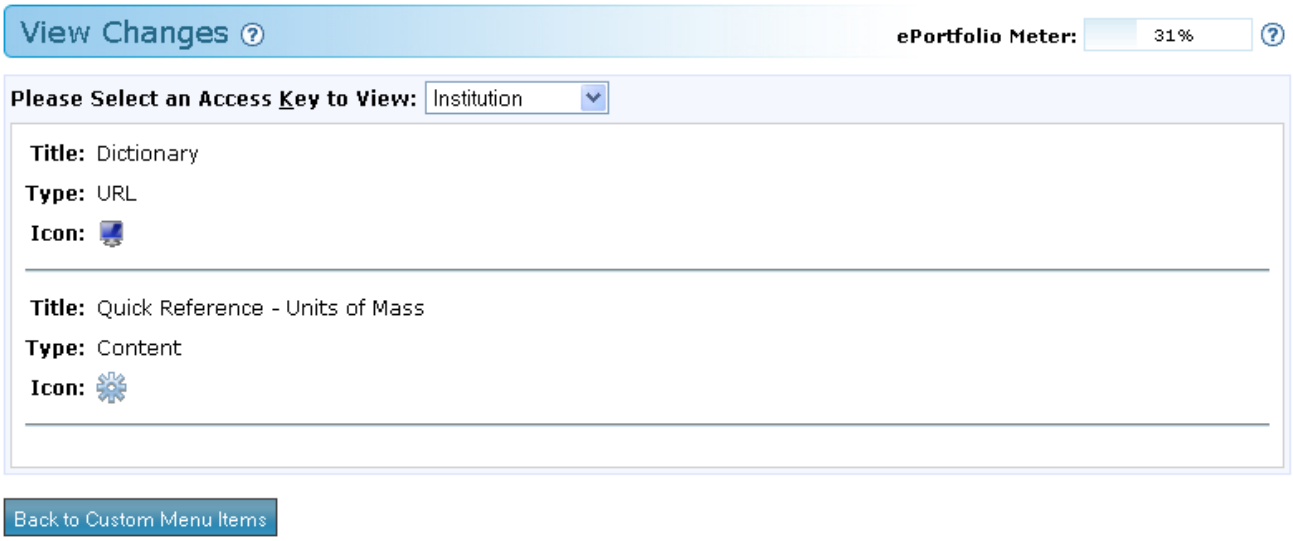


Figure 8

ePortfolio Parking/Hiding

To park/hide a public ePortfolio:

1. Click the checkbox next to the 'Park my ePortfolio Web site' option.
2. The ePortfolio Parking/Hiding page will show a message indicating that the ePortfolio has been successfully parked.

To show a public ePortfolio:

1. Click the checkbox to uncheck the 'Park my ePortfolio Web site' option.
2. The ePortfolio Parking/Hiding page will show a message indicating that the ePortfolio is now available to the public.

Figure 9 displays the My ePortfolio Options: ePortfolio Parking (Hiding) screen.

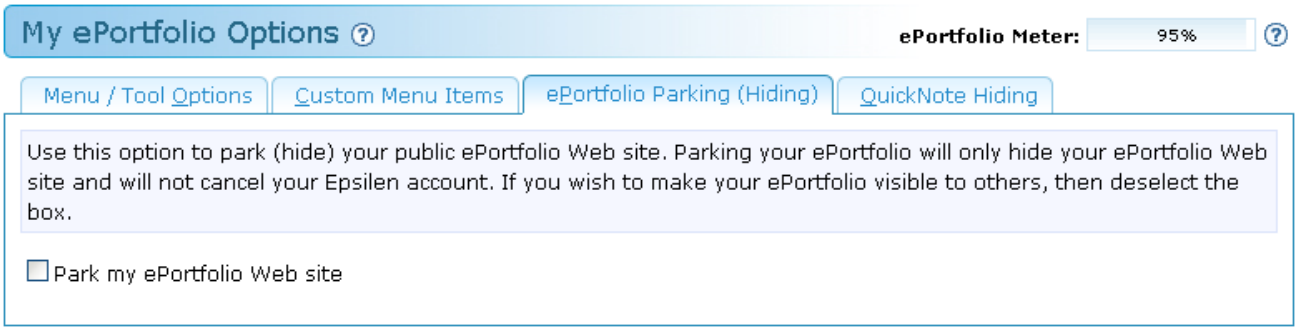

My ePortfolio Options
ePortfolio Meter:
95%
Menu / Tool Options
Custom Menu Items
ePortfolio Parking (Hiding)
QuickNote Hiding
Use this option to park (hide) your public ePortfolio Web site. Parking your ePortfolio will only hide your ePortfolio Web site and will not cancel your Epsilen account. If you wish to make your ePortfolio visible to others, then deselect the box.
Park my ePortfolio Web site

Figure 9

QuickNote Hiding

To hide the QuickNote form on a public ePortfolio page:

1. Click the checkbox next to the 'Hide the QuickNote form on my ePortfolio Home page' option.
2. The QuickNote Hiding page will show a message indicating that the QuickNote option has been successfully hidden.

To show the QuickNote form on a public ePortfolio page:

1. Click the checkbox to uncheck the 'Hide the QuickNote form on my ePortfolio Home page' option.
2. The QuickNote Hiding page will show a message indicating that the QuickNote option has been successfully made visible again.

Figure 10 displays the My ePortfolio Options: QuickNote Hiding screen.

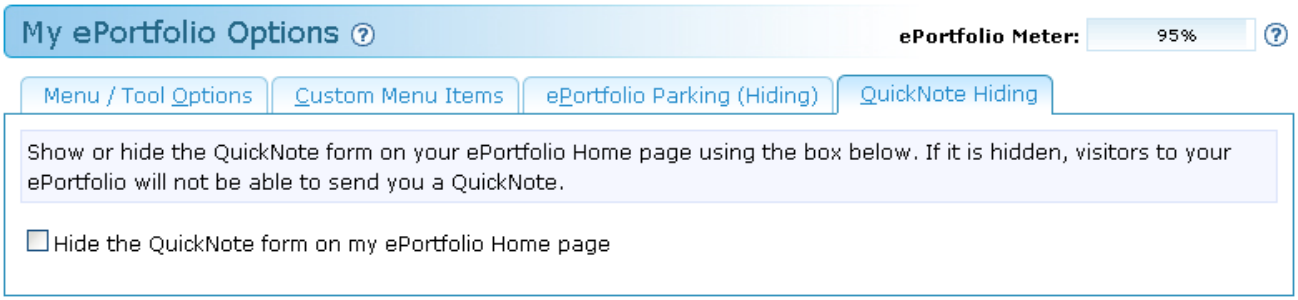

My ePortfolio Options
ePortfolio Meter:
95%
Menu / Tool Options
Custom Menu Items
ePortfolio Parking (Hiding)
QuickNote Hiding
Show or hide the QuickNote form on your ePortfolio Home page using the box below. If it is hidden, visitors to your ePortfolio will not be able to send you a QuickNote.
Hide the QuickNote form on my ePortfolio Home page

Figure 10

Interests

Description

Use the **Interests** tool to add or refine your interests. Be sure to use the right keywords since this information will be used by Epsilen members to connect with you. If you are not interested in one or more of the Interests categories, or if a category does not apply to you, you do not need to fill them out.

Purpose

Completing the Interests list is important so other Epsilen members can find you and network or possibly collaborate with you. You can find members with similar interests, too, by searching for keywords in Interests. (See "Search for:" at the top of the page, then choose "Interests" from the dropdown box.)

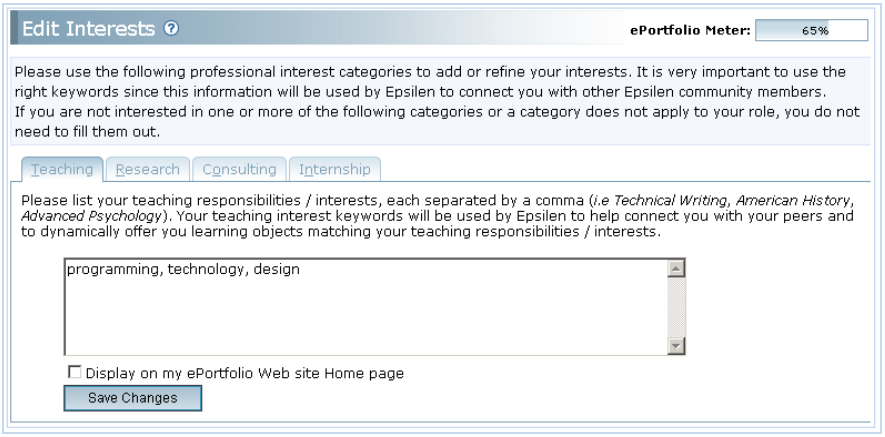

Edit Interests
ePortfolio Meter:
65%
Please use the following professional interest categories to add or refine your interests. It is very important to use the right keywords since this information will be used by Epsilen to connect you with other Epsilen community members.
If you are not interested in one or more of the following categories or a category does not apply to your role, you do not need to fill them out.
Teaching
Research
Consulting
Internship
Please list your teaching responsibilities / interests, each separated by a comma (i.e Technical Writing, American History, Advanced Psychology). Your teaching interest keywords will be used by Epsilen to help connect you with your peers and to dynamically offer you learning objects matching your teaching responsibilities / interests.
programming, technology, design
Display on my ePortfolio Web site Home page
Save Changes

Figure 1

Definitions

Teaching allows you to enter teaching interests that will be used by Epsilen to connect you with other Epsilen members.

Research allows you to enter research interests that will be used by Epsilen to connect you with other Epsilen members.

Consulting allows you to enter consulting interests that will be used by Epsilen to connect you with other Epsilen members.

Internship allows you to enter internship interests that will be used by Epsilen to connect you with other Epsilen members.

Career (not shown in Figure 1) allows you to enter career interests that will be used by Epsilen to connect you with other Epsilen members.

Display on my ePortfolio Web site Home page allows you to make your interests visible on your Public ePortfolio along with your other Welcome Notes. You may then use the **Welcome Notes** tool to organize them on the page.

Save Changes allows you to save the interests you have entered for the interest type selected, including the setting for displaying those interests on your ePortfolio Web site Home page.

Themes

Description

Use the **Themes** tool to customize the look and feel of your ePortfolio, both as you see it while logged in and as others see it from the public side.

Purpose

Choosing your Theme allows you to show your affiliation with your institution, or otherwise present your ePortfolio according to your preference. (Additional themes will be added on an ongoing basis.)

To Change a Theme

1. To change your theme, go to **My ePortfolio** and click on **Themes** (Figure 1).
2. **Private Interface Theme** is the theme you will see when you log into **My Portal.**
3. **ePortfolio Theme** is the theme that visitors will see when they visit your **ePortfolio**.
4. Choose which theme you would like by placing a check below one theme in each section, then click **Save**.

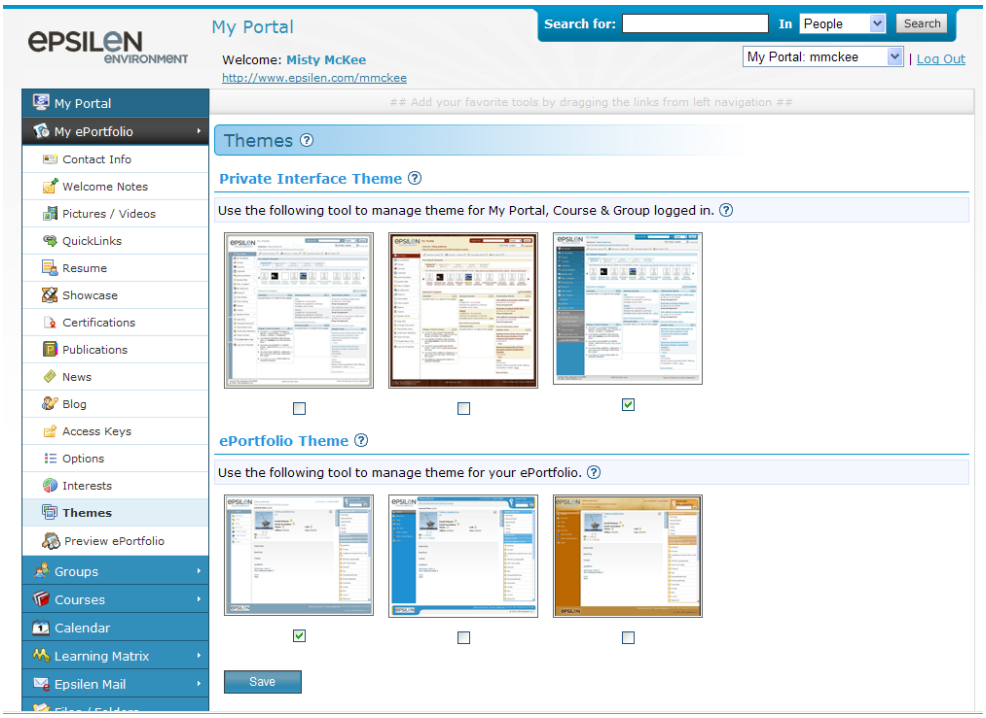


Figure 1

Preview ePortfolio

Description

Preview ePortfolio allows you to view your ePortfolio as it will be displayed to the view you choose. (Below the Current View shows the public view.) Links, buttons, and other options are disabled when in Preview Mode. When you are satisfied with how your ePortfolio appears for each view, you can then finalize it by saving your ePortfolio.

Purpose

When you use the Preview ePortfolio function, you can determine whether your ePortfolio is ready for viewing by others. You can make corrections or change your ePortfolio until it appears just the way you want it for each audience.

Figure 1

Groups

Description

The **Groups** tool allows Epsilen members to share information and collaborate in a structured environment.

Purpose

Being part of a Group allows you to work together with other Epsilen members on projects.

Groups is divided into **Groups I Created/Own**, **Groups I am a Member Of**, **Groups I am Invited to, Groups I Have Requested**, and **Deleted Groups** (Figure 1).

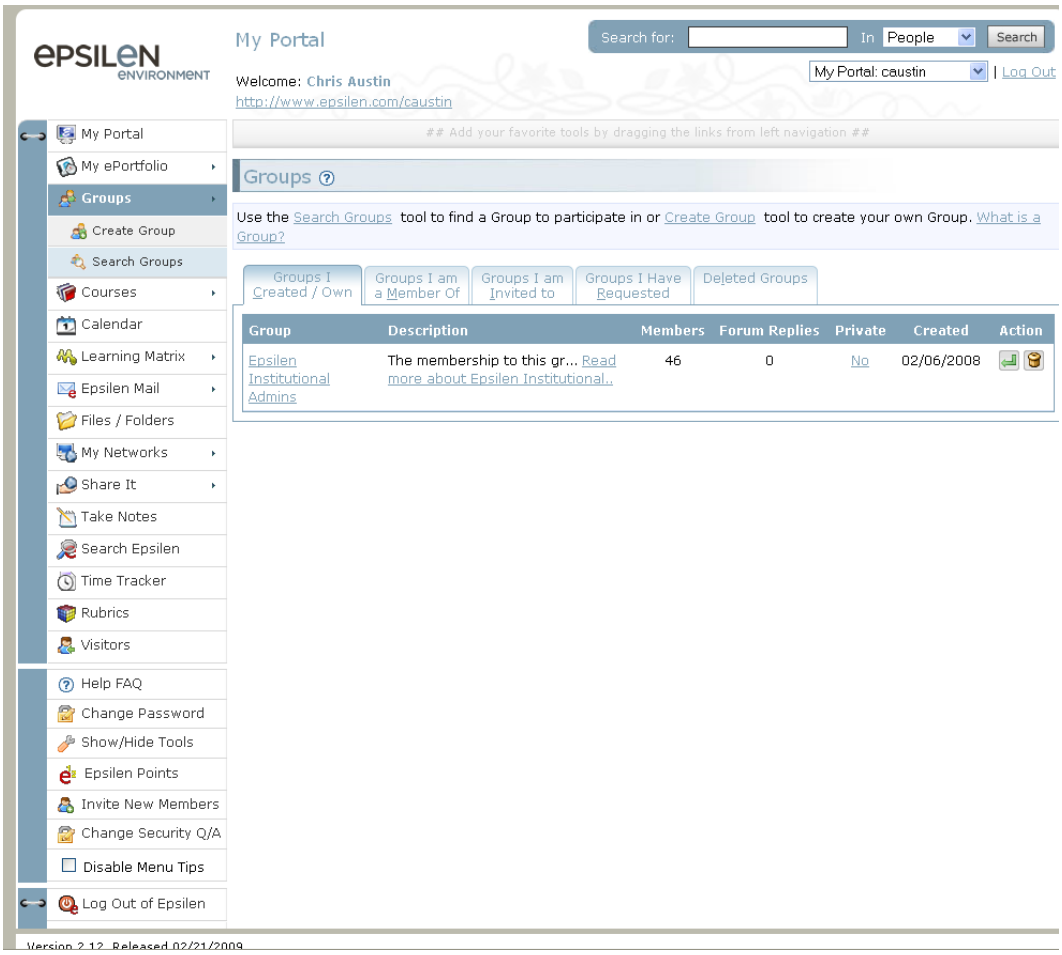


Figure 1

Creating a Group

To create a Group

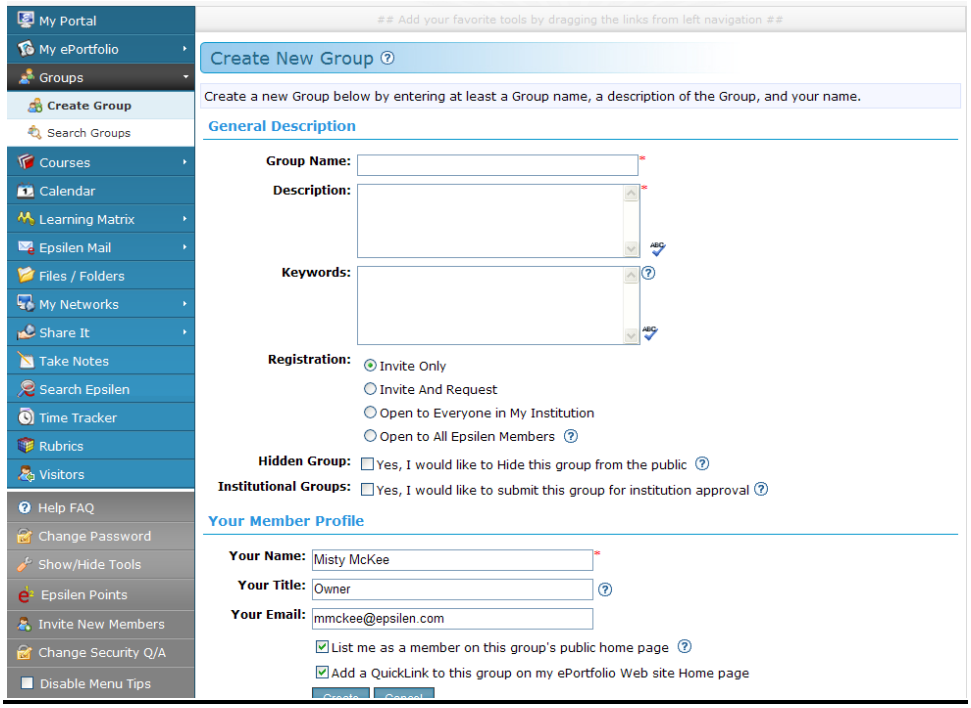


Figure 2

1. To create a Group, click on **Create Group** (Figure 2)
2. Create a **Group Name**.
3. Provide a brief **Description** of your Group.
4. Enter specific **Keywords** that would be helpful when searching for the Group.
5. Select the **Registration information, Hidden** and **Institutional Settings** for the Group.
6. Verify your **Member Profile** information and then click **Create**.
7. The Group will now appear on the **Groups I Created/Own** tab of the Groups page.

Search Groups

To search for a Group

1. Click **Search Groups.**
2. Enter criteria to identify the Group or Groups you are seeking.
3. Click **Search**.
4. A list of your courses matching your criteria will appear. If the Action column displays:
   a. a button, you can click it to join the Group.
   b. a button, you can click it to request membership to the Group.
   c. **Invite Only**, you can click the Owner's name to send him or her a message to request an invitation.
   d. **Institution Only**, you must be a member of the institution to be eligible for the Group.
   e. **Member**, you are already a member of this Group.

The Search Groups results page is shown in Figure 3.

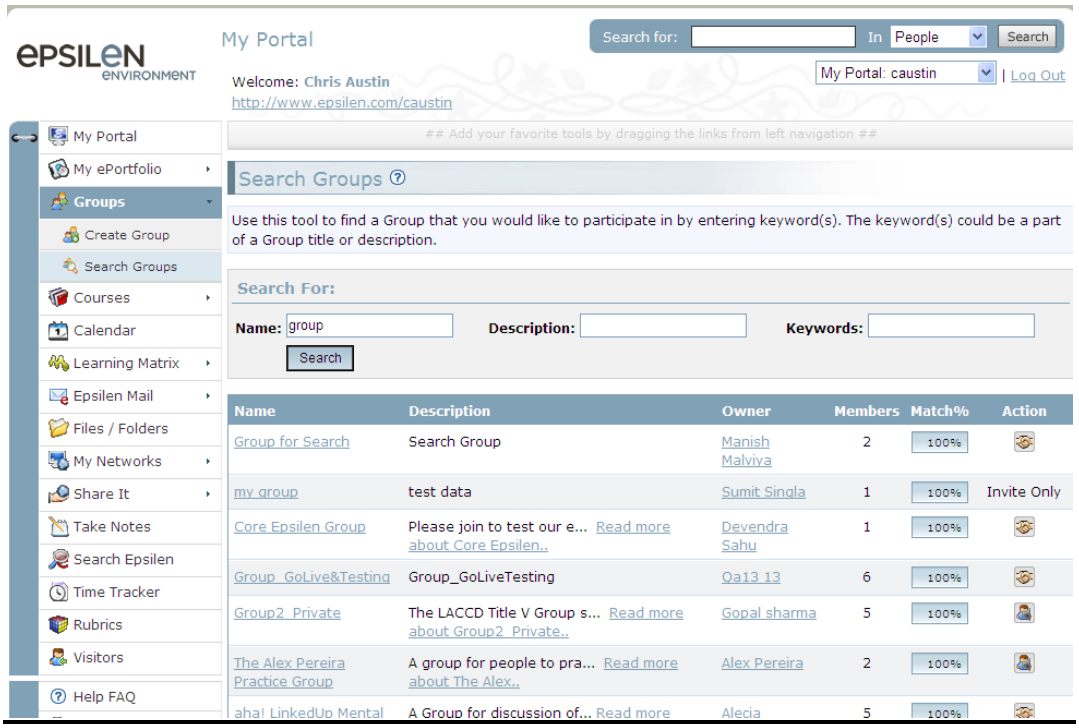


Figure 3

Groups I am a Member Of

This tab shows the complete list of the Groups in which you have membership (Figure 4). Click to enter the Group.

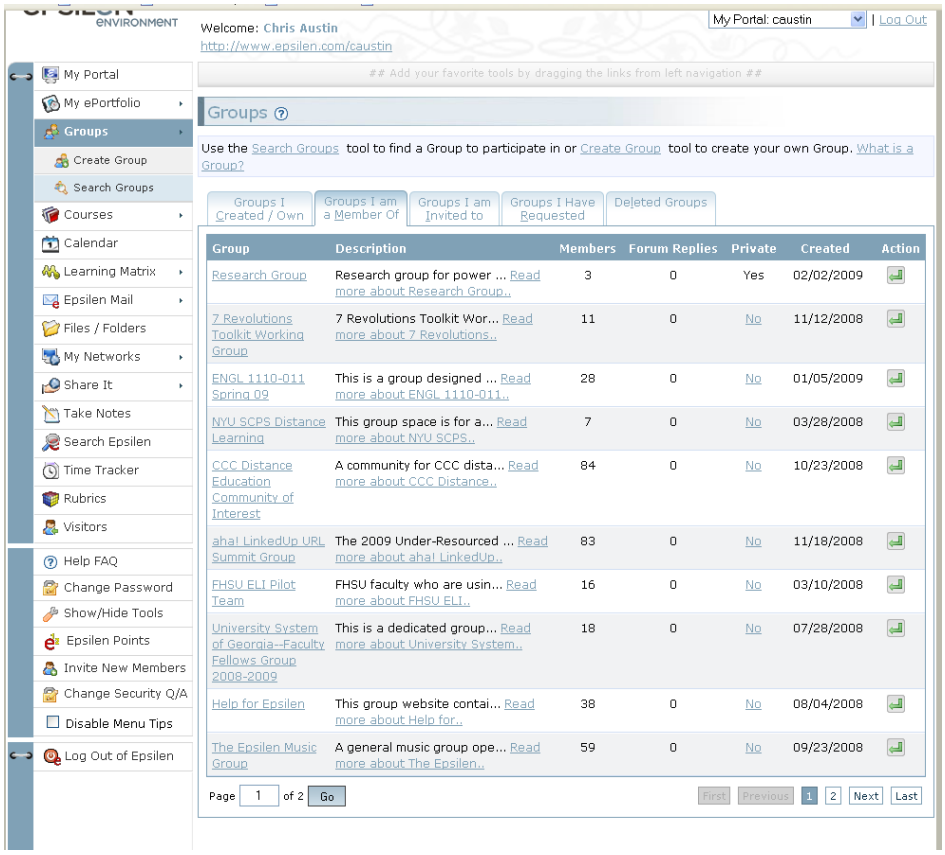


Figure 4

Groups I am Invited to

This lists the groups to which you have invited and are pending awaiting a response. You can accept the invitation to the group by clicking the button, or decline the invitation by clicking the button (Figure 5).

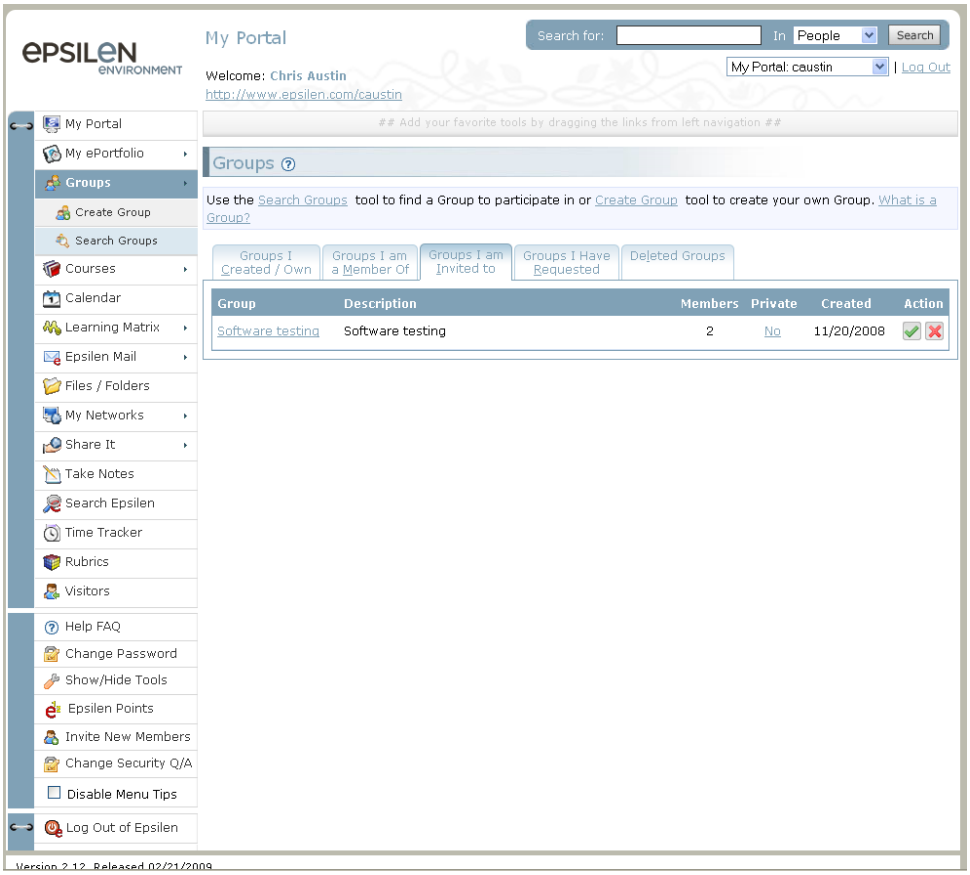


Figure 5

Requesting Membership to a Group

You may find it necessary to request admission to a Group (Figure 6).

Figure 6

By clicking on the button under "Action", you may request membership (Figure 7).

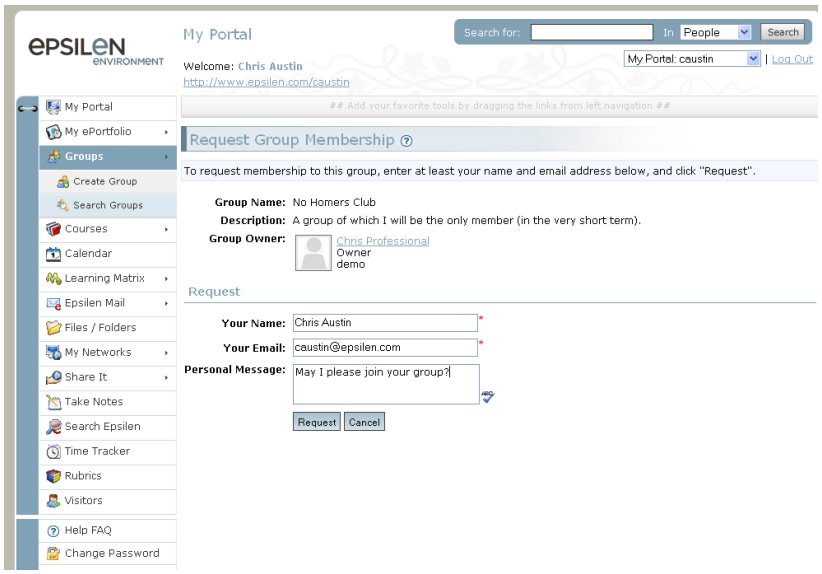


Figure 7

Groups I Have Requested

After you have requested membership to a group, your request will appear as "pending" on this tab (Figure 8). The request may be deleted by clicking the button.

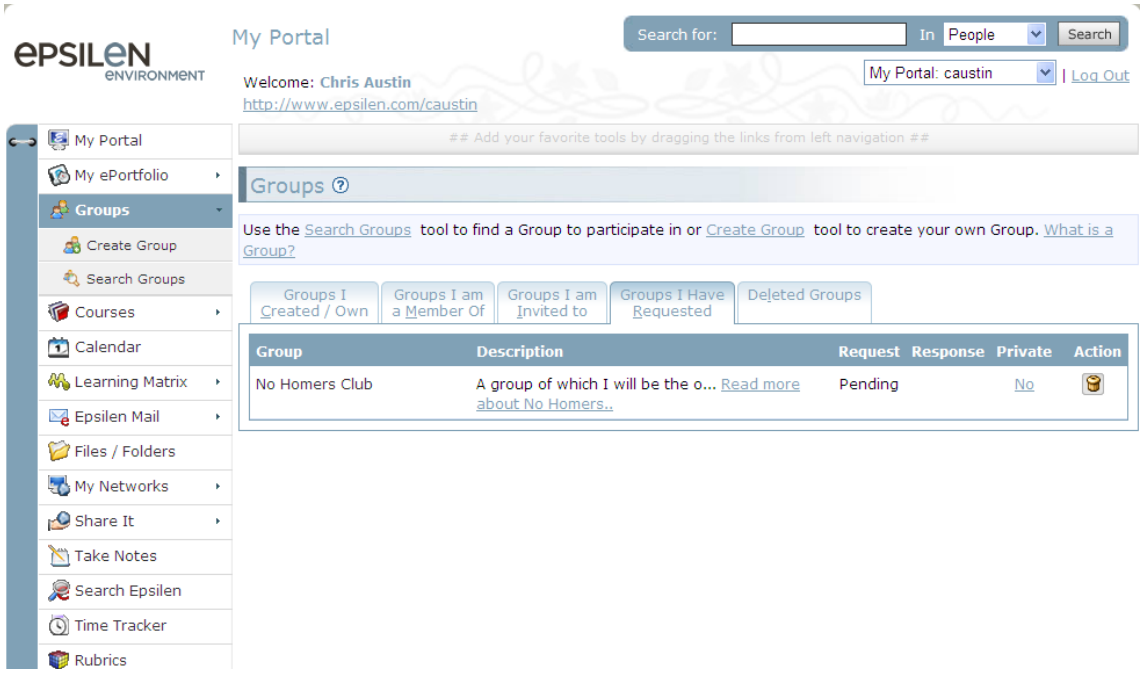


Figure 8

Deleted Groups

The owner of a Group may delete it by clicking the button on the Groups I Created/Own tab.

Once the Group has been deleted, it will appear on the owner's Deleted Groups tab. The owner may restore the Group by clicking the button (Figure 9), at which point the Group will reappear on the Groups I Created/Own tab.

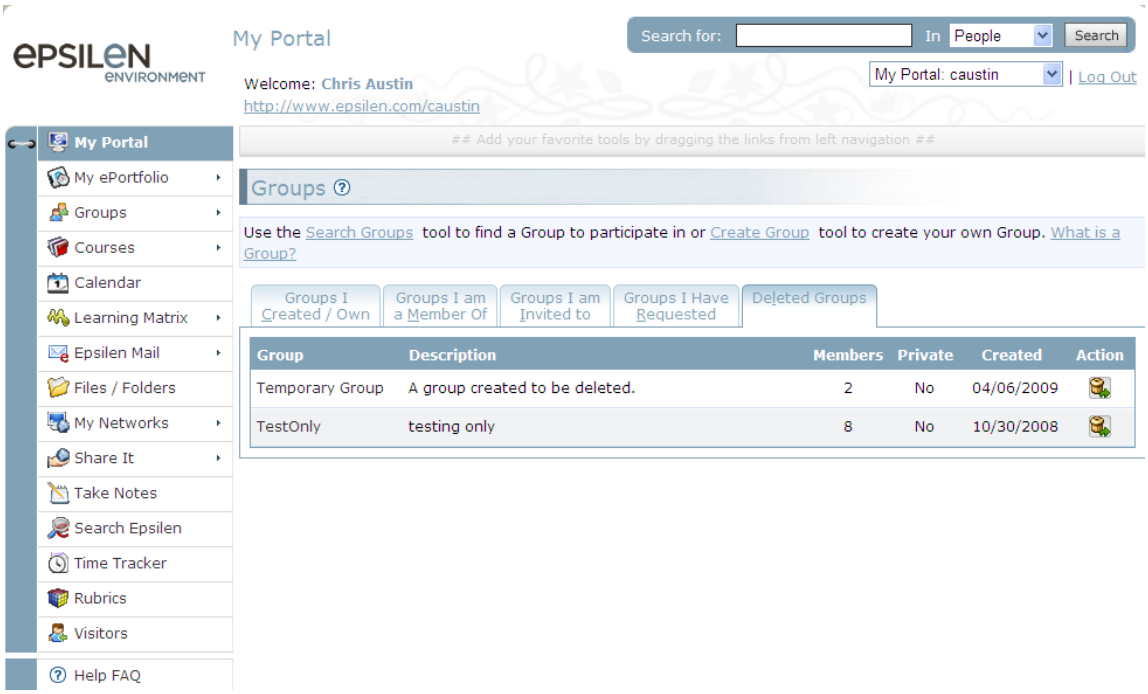


Figure 9

Courses

Description

Courses allow instructors to present material to students in a structured environment. (To present a Course within Epsilen, the instructor or institution must have an appropriate Epsilen license.)

Purpose

Participate in a Course to further your knowledge of the subject in question.

1. Each of your current courses are listed under **Course** (Figure 1). To enter each specific course, click on each course's hyperlink.

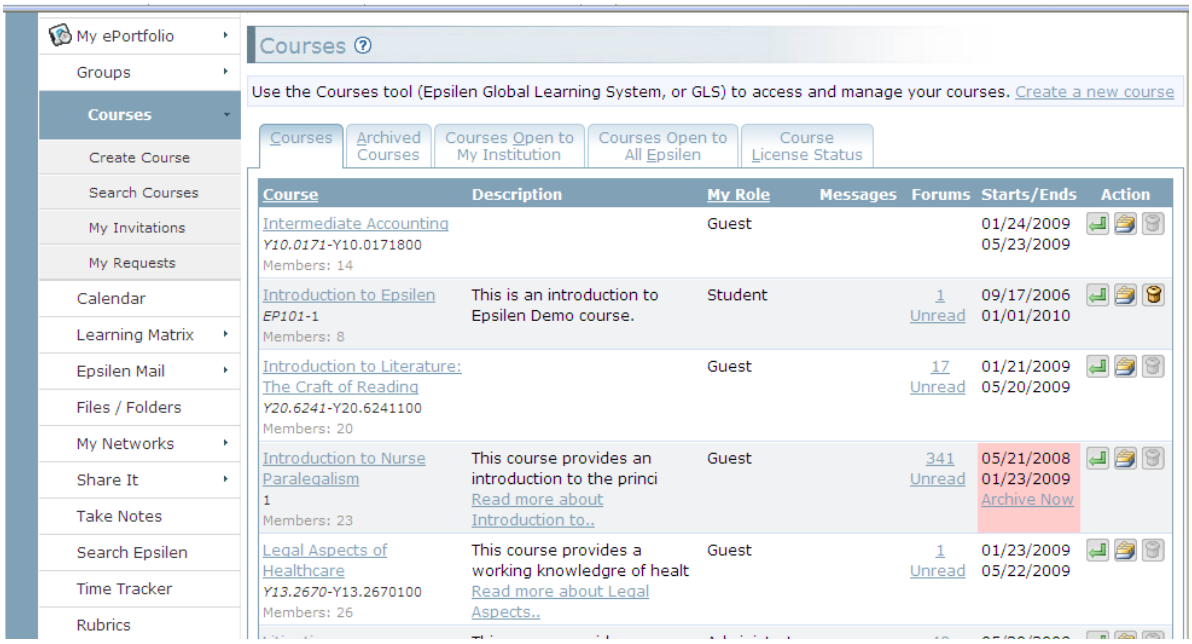


Figure 1

2. Next, you will find the **Description** of each course.
3. **My Role** shows your affiliation (Guest, Student, Assistant, Instructor or Administrator) in the course.
4. **Messages** and **Forums** display your unread communications for each course.
5. **Starts/Ends** provides the dates for which the course begins and closes. When a course has concluded, you will have the opportunity to archive the course by clicking **Archive Now.**
6. **Actions** allows you to enter the course ( ), archive the course ( ), and if you have the authorization, delete the course ( ).

Archived Courses

1. Once you have archived a course by clicking **Archive Now,** the course will be viewable under the **Archived Courses** tab (Figure 2). With this tab, you have all of the same functions that were available under the **Courses** tab.

Figure 2

Courses Open to My Institution

1. **Courses Open to My Institution** displays the courses to which your school or institution has access (Figure 3). If the Action column displays:
   a. a button, you can click it to join the Course.
   b. a button, you can click it to request membership to the Course.
   c. **Invite Only**, you can click the Owner's name to send him or her a message to request an invitation.
   d. **Member**, you are already a member of this Course.

Figure 3

Courses Open to All Epsilen

1. **Courses Open to All Epsilen** provides a list of all the courses that any Epsilen user may access (Figure 4). To become a member, click **Click to Join this Course** ( ).

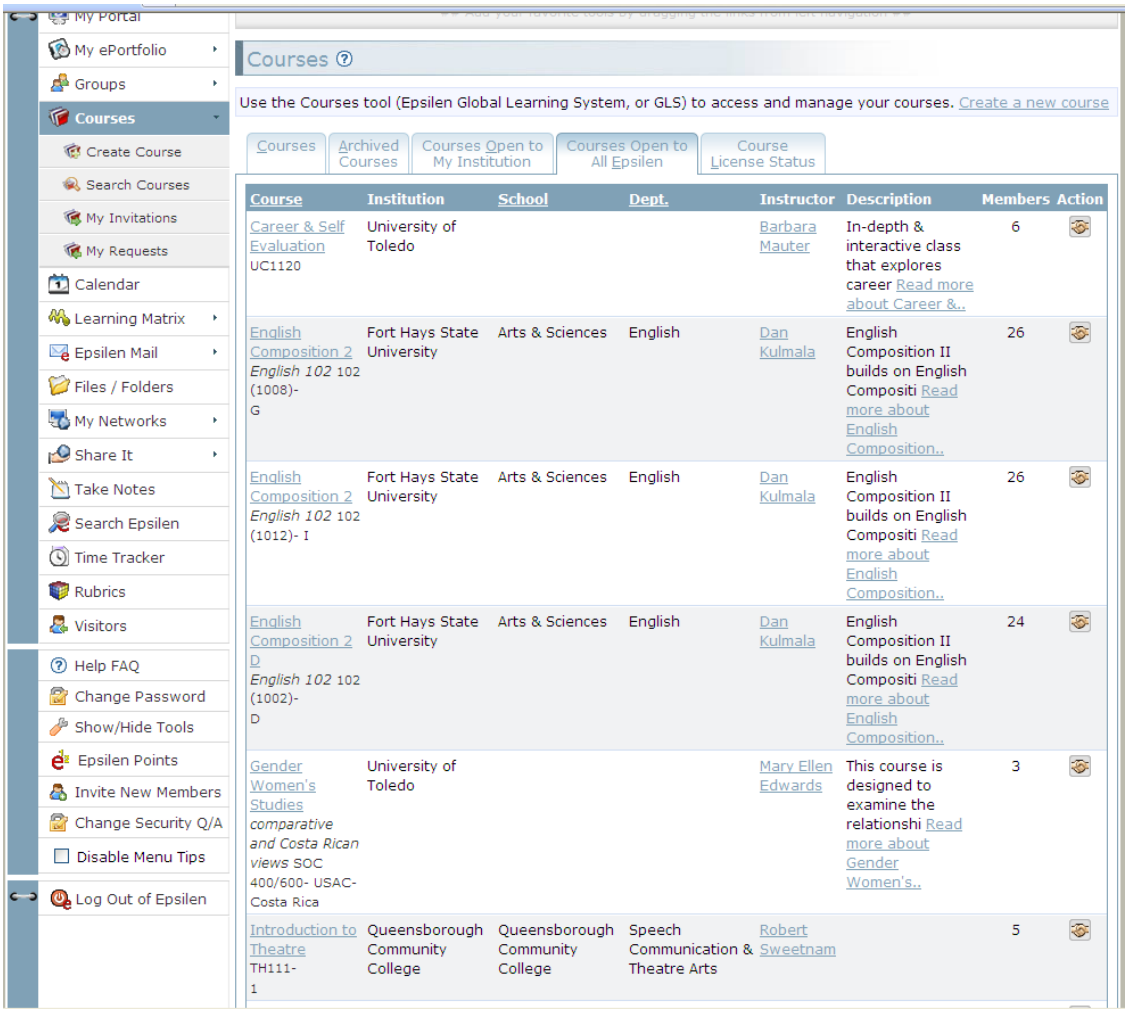


Figure 4

2. Once you **Click to Join this Course,** you will need to complete the registration for the course (Figure 5) and click **Join**.

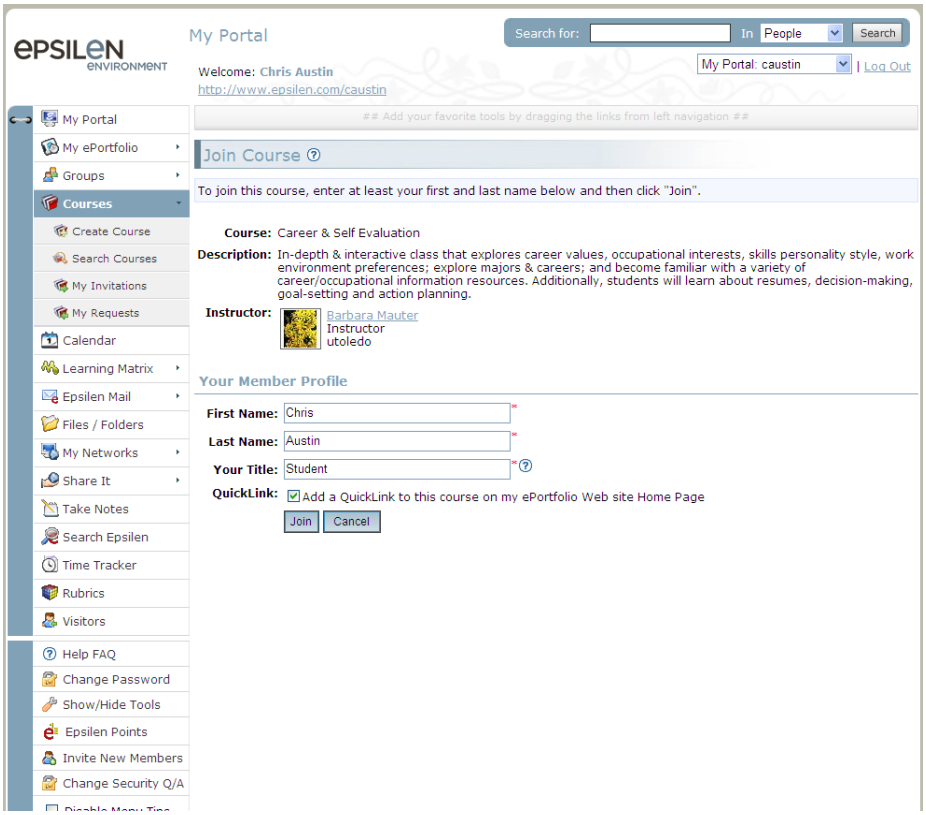


Figure 5

Course License Status

1. For instructors, the **Course License Status** tab allows them to check on the status of a course that they are preparing (Figure 6).
2. Statuses will either show as **Pending** (awaiting approval) or **Rejected** (with a brief comment from the administrator).
3. If a course was rejected, you may continue to work on the course and resubmit for approval ( ).

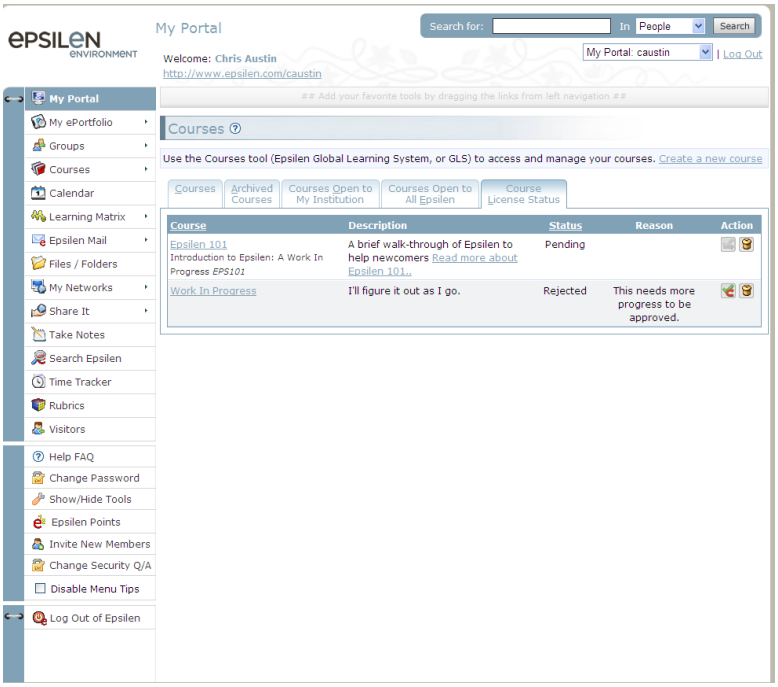


Figure 6

Calendar

Description

Use the **Calendar** tool to create your personal calendar and add/edit/delete meetings, discussions, vacations, or any other events. You can import a calendar, you may choose to share your calendar with other Epsilen members, and you can view the calendars of other Epsilen members who have chosen to share them with you. Select the Calendar View for which calendar(s) to view. Insert new events after you Search Events to add to your calendar.

Purpose

By creating your personal calendar and viewing shared calendars, you can organize your time to maximize awareness and productivity.

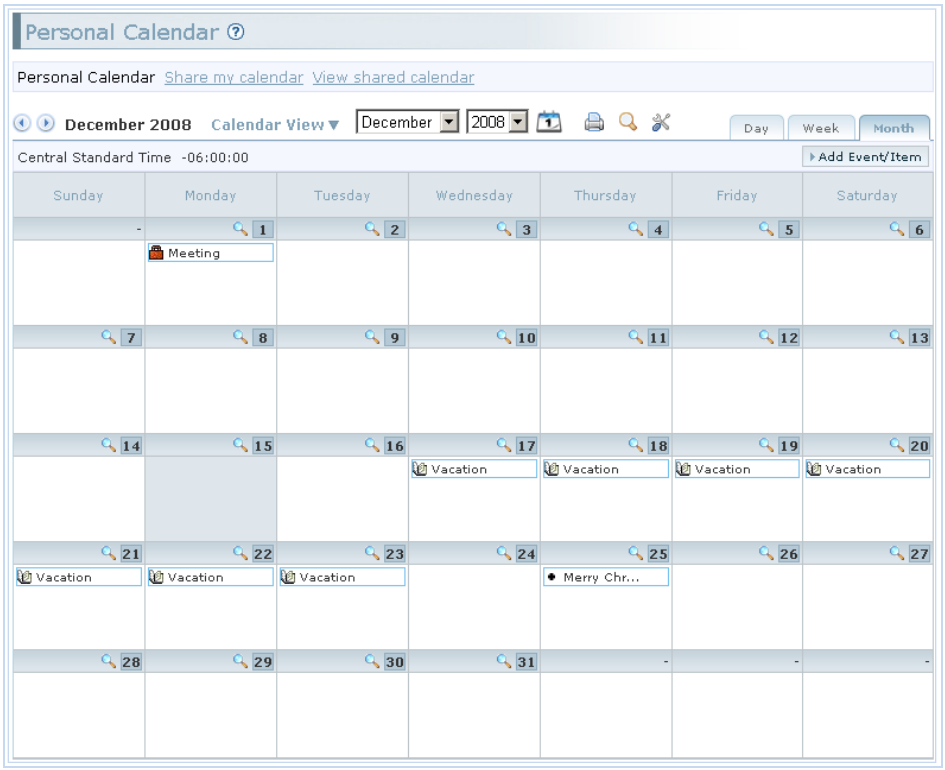


Figure 1

Definitions

Share my calendar allows you to share your Personal Calendar with other Epsilen members.

View shared calendar allows you to open an Epsilen member's Calendar which has been shared with you.

Last/Previous: Clicking the left and right arrows at the top left of the Calendar allows you to view the last or previous day, week or month based on your current view.

Calendar View allows you to select which calendar to view, including your Personal, Course, and Group Calendars, or the Consolidated Calendar which displays all of them at once.

Select Month: Clicking the Month list allows you to select a different month in the current year selected.

Select Year: Clicking the Year list allows you to select a different year for the current month selected.

Go To Date: Clicking the button allows you to select a specific date to view from a smaller Calendar.

Print Calendar: Clicking the button allows you to print the Calendar.

Search Events: Clicking the button allows you to search for an event on any of your Calendars.

Manage Settings: Clicking the button allows you to export your Calendar to a file and save it to your computer or change your Calendar settings, such as time zone and color display.

Day: Clicking the **Day** tab allows you to view the current day only.

Week: Clicking the **Week** tab allows you to view the current week only.

Month: Clicking the **Month** tab allows you to view the current month only.

View Day: Clicking the button for a specific date allows you to view that day only.

Add Event/Item allows you to add a new event/item to your Calendar.

Add/Edit Events: Clicking a specific date number on the **Month** view of a Calendar allows you to add/edit events for that date.

View Event: Clicking the title of an event on your Calendar allows you to view the title, description, location and dates/times for the event.

Edit: Clicking the button while viewing an event allows you to edit that event.

Delete: Clicking the button while viewing an event allows you to delete that event.

Copy: Clicking the button while viewing an event allows you to copy that event to a different Calendar.

Adding an Event

To Add an Event

1. Click the **Add Event/Item** button
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for this event which will display on the Calendar.
When/To	Enter the start and end dates for this event, as well as the start and end times.
Repeats	Select an option from the list of Repeat Types, such as "Daily" or "Weekly".
Category	Select a Category for this event which will allow Epsilen to group similar events together.
Location	Enter a Location for this event if necessary.
Description	Enter a description which explains the event in detail.
Reminder	Choose a Reminder type from the list if you would like Epsilen to notify you of this upcoming event.
Email Alert	Select the Email Alert option if you would like Epsilen to send you an Epsilen Mail Message when this event is about to occur.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Calendar** page where you will see a new entry on your Calendar.

Figure 2 displays the Add/Edit Event screen.

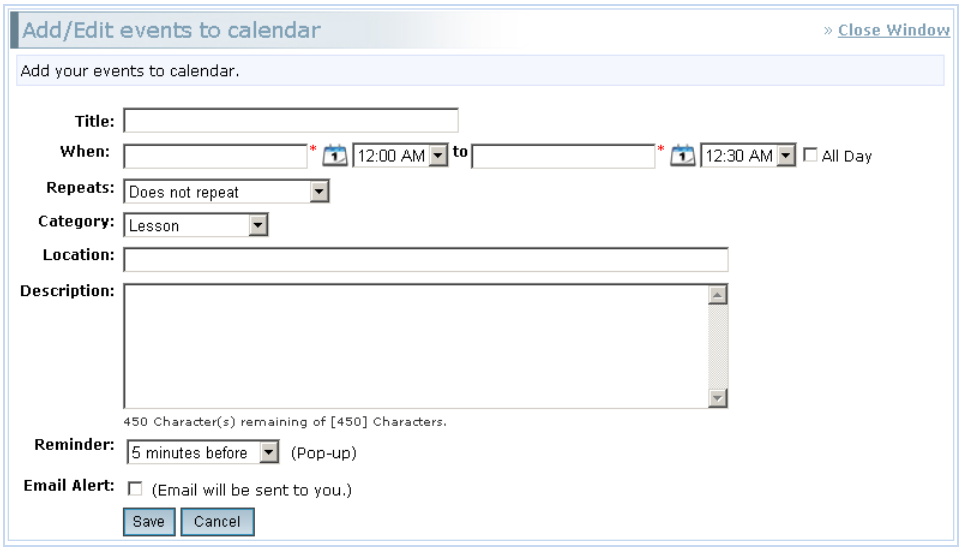


Figure 2

Editing an Event

To Edit an Event

1. Click the title of the event on your Calendar
2. Click the button to open the **Add/Edit events to calendar** popup page.
3. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title for this event which will display on the Calendar.
When/To	Enter the start and end dates for this event, as well as the start and end times.
Repeats	Select an option from the list of Repeat Types, such as "Daily" or "Weekly".
Category	Select a Category for this event which will allow Epsilen to group similar events together.
Location	Enter a Location for this event if necessary.
Description	Enter a description which explains the event in detail.
Reminder	Choose a Reminder type from the list if you would like Epsilen to notify you of this upcoming event.
Email Alert	Select the Email Alert option if you would like Epsilen to send you an Epsilen Mail Message when this event is about to occur.

4. When you have finished filling out the information, click the **Update** button. You will be returned to the **Calendar** page where you will see a modified entry on your Calendar.

Figure 3 displays the **Add/Edit events to calendar** screen.

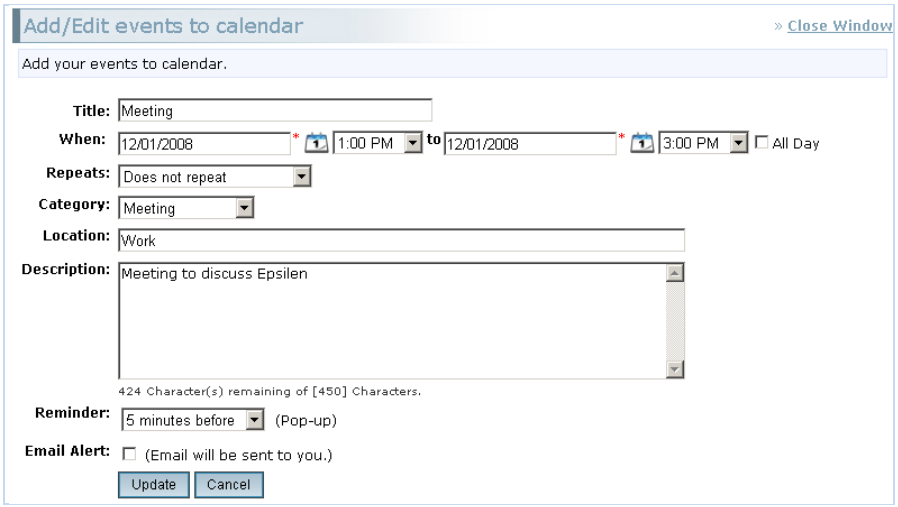

Add/Edit events to calendar
» Close Window
Add your events to calendar.
Title: Meeting
When: 12/01/2008 * 1:00 PM to 12/01/2008 * 3:00 PM All Day
Repeats: Does not repeat
Category: Meeting
Location: Work
Description: Meeting to discuss Epsilen
424 Character(s) remaining of [450] Characters.
Reminder: 5 minutes before (Pop-up)
Email Alert: (Email will be sent to you.)
Update
Cancel

Figure 3

Searching Events

To Search for an Event

1. Click the button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter all or part of the event title that you are searching for.
Location	Enter all or part of the event location that you are searching for.
Date Range	Enter a date range so that Epsilen will only retrieve those events which match your search values and occur within the specified date range

3. When you have finished filling out the information, click the **Search** button. You will see a list of Calendar entries that meet your search criteria.

Figure 4 displays the **Search Event** screen.

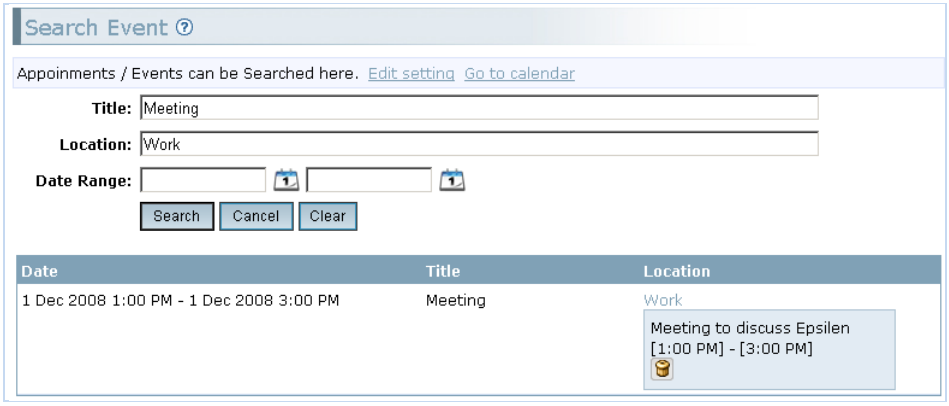


Figure 4

Sharing a Calendar

To Share a Calendar

1. Click the **Share my calendar** button.
2. Enter the name of an Epsilen member to search for and click the **Search** button. You will see a list of results that match your search criteria.
3. Click the **Share** button for an Epsilen member to share your Calendar with. You will remain on the **Search Epsilen Members** page where you will see a message stating that your Calendar was successfully shared with the selected member. You may repeat steps 2-3 as many times as you wish.

Figure 5 displays the **Search Epsilen Members** screen.

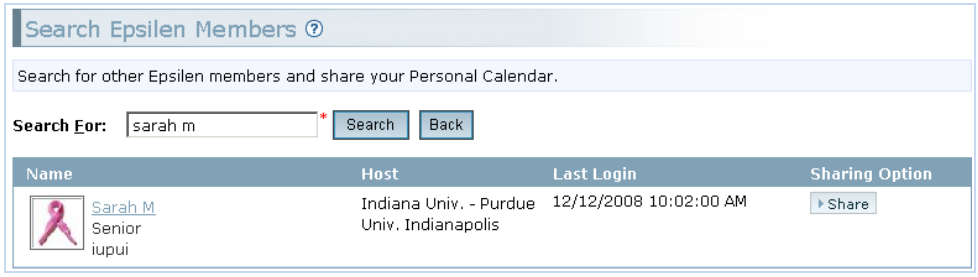


Figure 5

Viewing a Shared Calendar

To View a Shared Calendar

1. Click the **View shared calendar** button to open the **Shared Calendar** popup page. You will see a list of Calendars which have been shared with you.
2. Click on the name of a Calendar to view it.

Figure 6 displays the **Shared Calendar** screen.

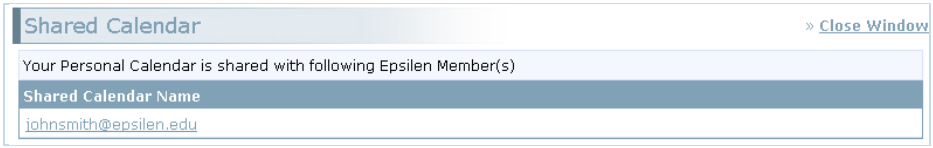


Figure 6

Changing Calendar Settings

To Change your Calendar Settings

1. Click the button.
2. Complete the fields/choices as described in the following table:

Field	Function
Country	Enter the country in which you currently reside.
Current time zone	Enter the time zone in which you currently reside.
Calendar event color	Choose a color for your calendar events.
Default view	Select a Default view for your Calendar, such as Day, Week or Month.

3. When you have finished filling out the information, click the **Save** button. You will remain on the **Calendar Settings** page where you will see a message stating that the Calendar settings saved successfully.

Figure 7 displays the **Calendar Setting** screen.

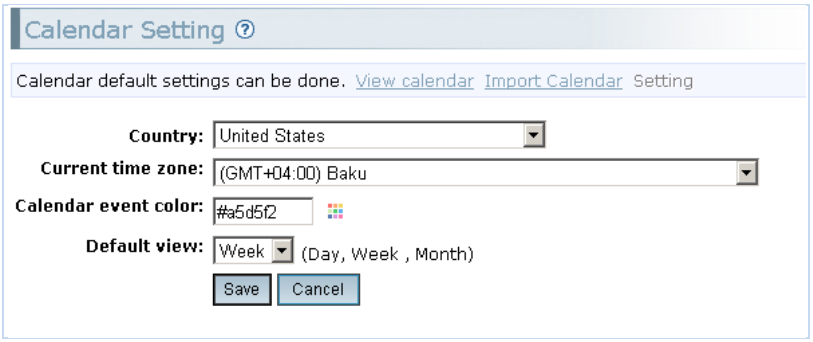

Calendar Setting
Calendar default settings can be done. View calendar Import Calendar Setting
Country: United States
Current time zone: (GMT+04:00) Baku
Calendar event color: #a5d5f2
Default view: Week (Day, Week , Month)
Save
Cancel

Figure 7

Importing a Calendar

To Import a Calendar

1. Click the button.
2. Click the **Import Calendar** link.
3. Click the **Browse...** button to locate a Calendar file (".ics" file extension) on your computer to select. When you have finished selecting a file, you will see the filename displayed in the **File Path** field.
4. Click the **Import** button. You will remain on the **Calendar Setting** page where you will see a message stating that the Calendar was imported successfully.

Figure 8 displays the **Calendar Setting** screen for Import Calendar.

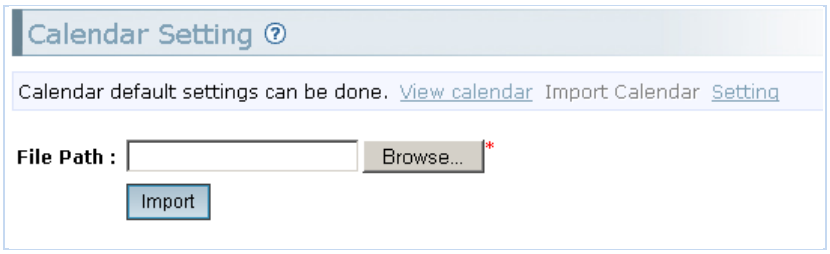


Figure 8

Epsilen Learning Matrix

Description

The **Epsilen Learning Matrix (ELM)** offers students an automated learning outcome assessment tool for both summative and formative learning assessment. Students can upload their learning outcomes according to predefined rubrics, with access by faculty and academic advisors to each student learning matrix for assessment, advisement, and certification.

Please note: *Students and faculty at any institution may create a Matrix for personal use, but only institutions which have purchased an Epsilen Learning Matrix license may use the assessment tools.*

Purpose

Use the Epsilen Learning Matrix to quickly determine progress in relation to projected learning outcomes.

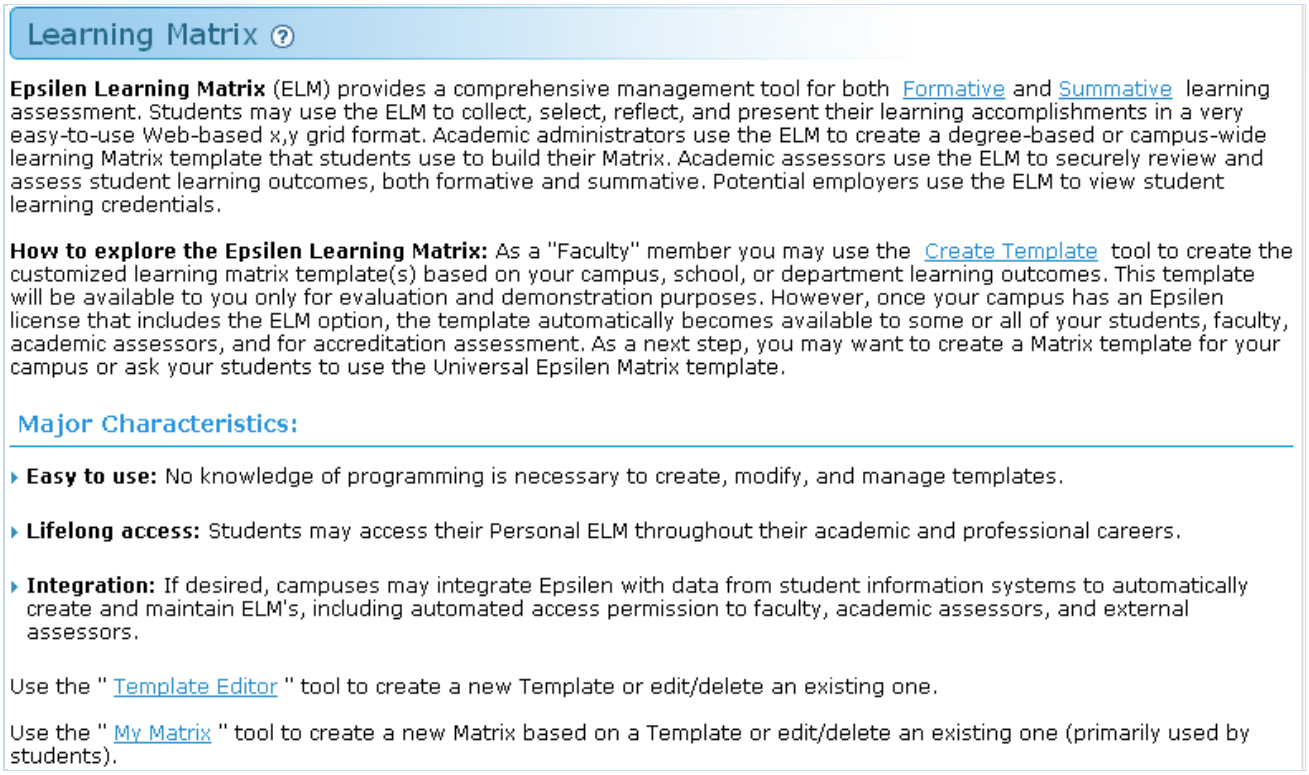

Learning Matrix
Epsilen Learning Matrix (ELM) provides a comprehensive management tool for both Formative and Summative learning assessment. Students may use the ELM to collect, select, reflect, and present their learning accomplishments in a very easy-to-use Web-based x,y grid format. Academic administrators use the ELM to create a degree-based or campus-wide learning Matrix template that students use to build their Matrix. Academic assessors use the ELM to securely review and assess student learning outcomes, both formative and summative. Potential employers use the ELM to view student learning credentials.
How to explore the Epsilen Learning Matrix: As a "Faculty" member you may use the Create Template tool to create the customized learning matrix template(s) based on your campus, school, or department learning outcomes. This template will be available to you only for evaluation and demonstration purposes. However, once your campus has an Epsilen license that includes the ELM option, the template automatically becomes available to some or all of your students, faculty, academic assessors, and for accreditation assessment. As a next step, you may want to create a Matrix template for your campus or ask your students to use the Universal Epsilen Matrix template.
Major Characteristics:
Easy to use: No knowledge of programming is necessary to create, modify, and manage templates.
Lifelong access: Students may access their Personal ELM throughout their academic and professional careers.
Integration: If desired, campuses may integrate Epsilen with data from student information systems to automatically create and maintain ELM's, including automated access permission to faculty, academic assessors, and external assessors.
Use the " Template Editor " tool to create a new Template or edit/delete an existing one.
Use the " My Matrix " tool to create a new Matrix based on a Template or edit/delete an existing one (primarily used by students).

Figure 1

Definitions

My Matrix is used to manage Learning Matrices and create new matrices.

My Matrix

Description

My Matrix is the tool used by an individual Epsilen member to create and edit the Epsilen Learning Matrix (ELM).

Purpose

Use My Matrix to manage an existing Learning Matrix or create new a new one.

The illustration below displays the My Matrix screen.

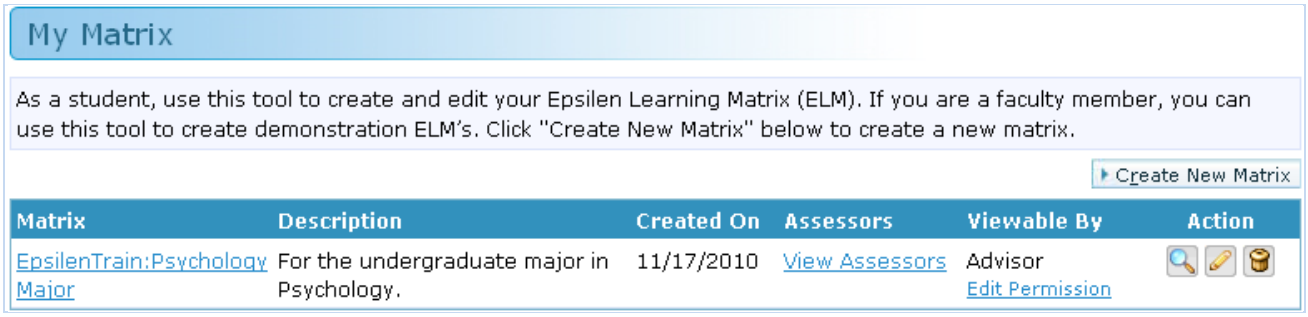

My Matrix
As a student, use this tool to create and edit your Epsilen Learning Matrix (ELM). If you are a faculty member, you can use this tool to create demonstration ELM's. Click "Create New Matrix" below to create a new matrix.
Create New Matrix
Matrix
Description
Created On
Assessors
Viewable By
Action
EpsilenTrain:Psychology Major
For the undergraduate major in Psychology.
11/17/2010
View Assessors
Advisor
Edit Permission

Figure 2

Definitions

Create New Matrix is used to create a new matrix based on an institution-approved Learning Matrix Template.

View Assessors is used to view a list of Assessors who have permission to assess a matrix.

Edit Permissions is used to edit the list of Access Keys. Access Keys control who may view a matrix on a public ePortfolio page.

Preview Matrix: Click the View icon or the title of a matrix to preview a matrix.

Edit Matrix: Click the Edit icon to edit a matrix.

Delete Matrix: Click the Delete icon to delete a matrix.

Creating a New Matrix

To create a new matrix:

1. Click the **Create New Matrix** button from the My Matrix page. A list of all approved Learning Matrix Templates for the institution is shown by default.
2. To search for a specific Template, enter a value in the "Search For" field and click the **Search** button. A list of approved Templates which match the search criteria is shown.
3. Click the Preview icon in the Action column to see a template in detail in a popup window.

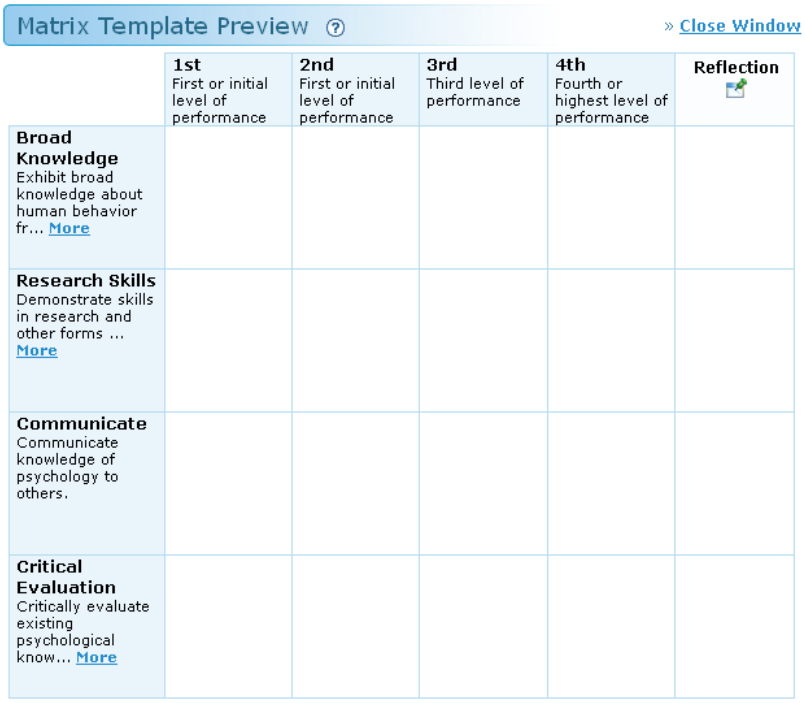

Matrix Template Preview
» Close Window
1st First or initial level of performance
2nd First or initial level of performance
3rd Third level of performance
4th Fourth or highest level of performance
Reflection
Broad Knowledge Exhibit broad knowledge about human behavior fr... More
Research Skills Demonstrate skills in research and other forms ... More
Communicate Communicate knowledge of psychology to others.
Critical Evaluation Critically evaluate existing psychological know... More

Figure 3

4. Click the Select icon to create a new matrix from a template shown on the page. The Edit Matrix page will show to allow work to be uploaded to a new Learning Matrix.

The illustration below displays the Create Matrix screen.

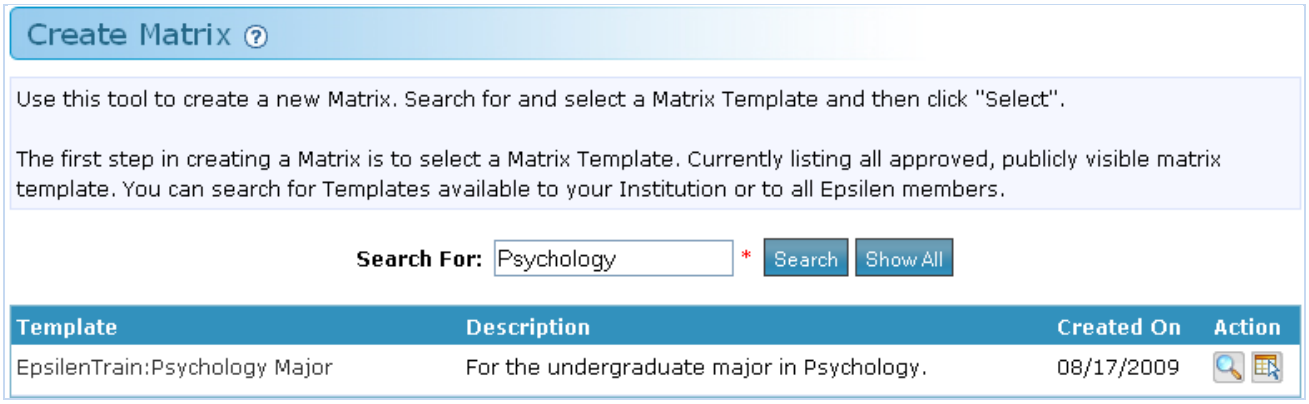

Create Matrix
Use this tool to create a new Matrix. Search for and select a Matrix Template and then click "Select".
The first step in creating a Matrix is to select a Matrix Template. Currently listing all approved, publicly visible matrix template. You can search for Templates available to your Institution or to all Epsilen members.
Search For: Psychology * Search Show All
Template Description Created On Action
EpsilenTrain:Psychology Major For the undergraduate major in Psychology. 08/17/2009

Figure 4

Editing a Matrix

The illustration below displays the Edit Matrix screen.

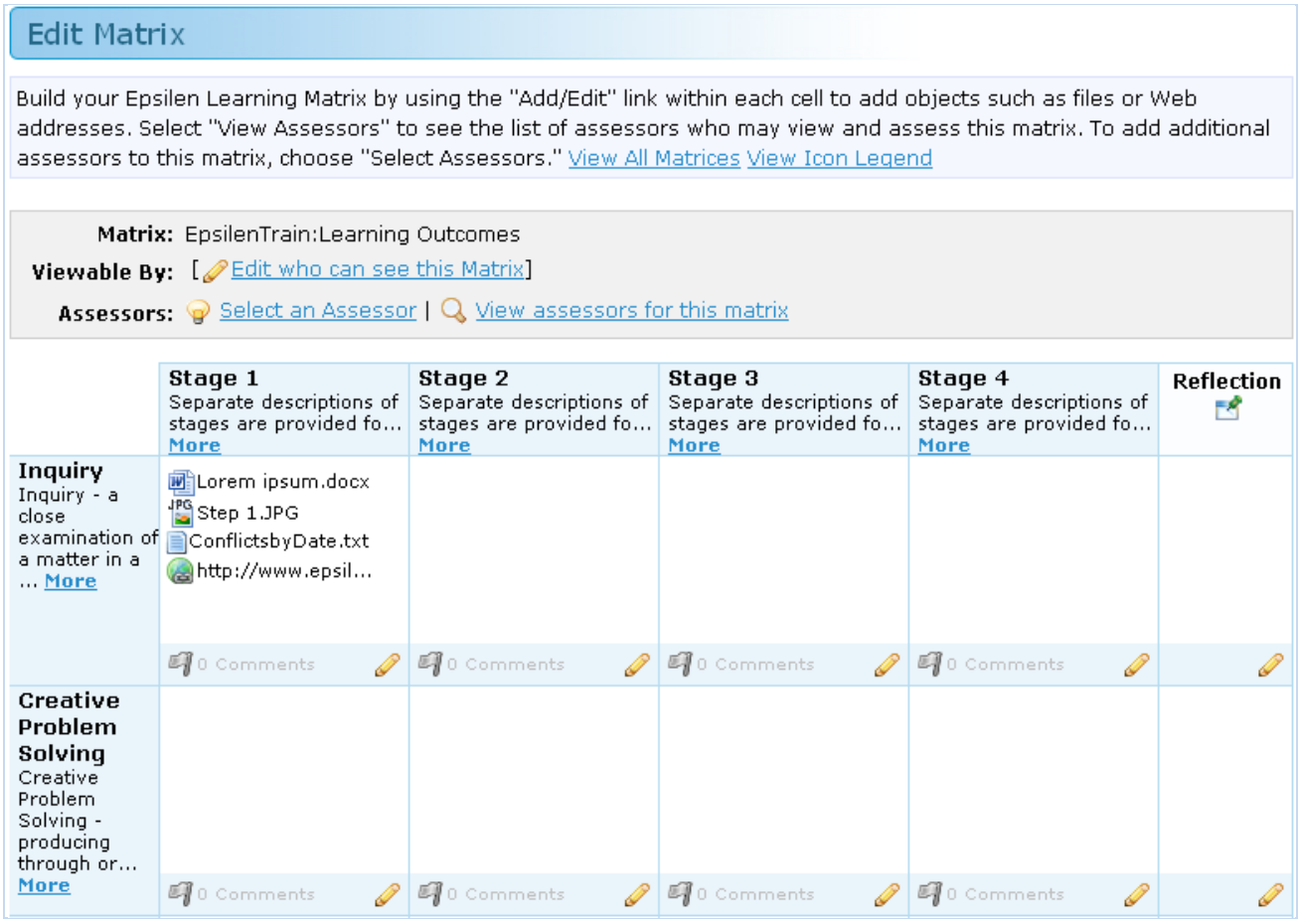

Edit Matrix
Build your Epsilen Learning Matrix by using the "Add/Edit" link within each cell to add objects such as files or Web addresses. Select "View Assessors" to see the list of assessors who may view and assess this matrix. To add additional assessors to this matrix, choose "Select Assessors." View All Matrices View Icon Legend
Matrix: EpsilenTrain:Learning Outcomes
Viewable By: [Edit who can see this Matrix]
Assessors: Select an Assessor | View assessors for this matrix
Stage 1
Separate descriptions of stages are provided fo... More
Stage 2
Separate descriptions of stages are provided fo... More
Stage 3
Separate descriptions of stages are provided fo... More
Stage 4
Separate descriptions of stages are provided fo... More
Reflection
Inquiry
Inquiry - a close examination of a matter in a ... More
Lorem ipsum.docx
Step 1.JPG
ConflictsbyDate.txt
http://www.epsil...
0 Comments
Creative Problem Solving
Creative Problem Solving - producing through or... More

Figure 5

Definitions

Edit Matrix Access Keys: Click the **Edit who can see this Matrix** link to edit the list of Access Keys to control who may view this Matrix on a Public ePortfolio.

Select Assessors: Click the **Select an Assessor** link to select assessor for a Matrix.

View Assessors: Click the **View assessors for this matrix** link to view the assessors who currently have permission to view and assess a Matrix.

Edit Matrix Cell: Click the Edit icon to edit a matrix cell.

Rubric: Click the **Rubric** link for a Matrix Principle to view the Rubric associated with it.

View Cell Objects: Click the corresponding icon next to any cell object to view objects in a Matrix cell.

Comments: Click the **Comments** link to view assessments/comments and cell statuses that assessors have saved for a Matrix cell. ***Please note:*** *Students and faculty at any institution may create a Matrix for personal use, but only institutions which have purchased an Epsilen Learning Matrix license may use the assessment tools.*

Editing Matrix Access Keys

To edit who may view a Matrix:

1. Click the **Edit who can see this matrix** link to open the **Edit Matrix Access Permissions** popup window.
2. Click the checkbox next to each Access Key that may view this Matrix from your ePortfolio.
3. Click the **Save Changes** button. A message stating that the Access Keys saved successfully will display, and the popup window will close automatically.

The illustration below displays the **Edit Matrix Access Permissions** screen.

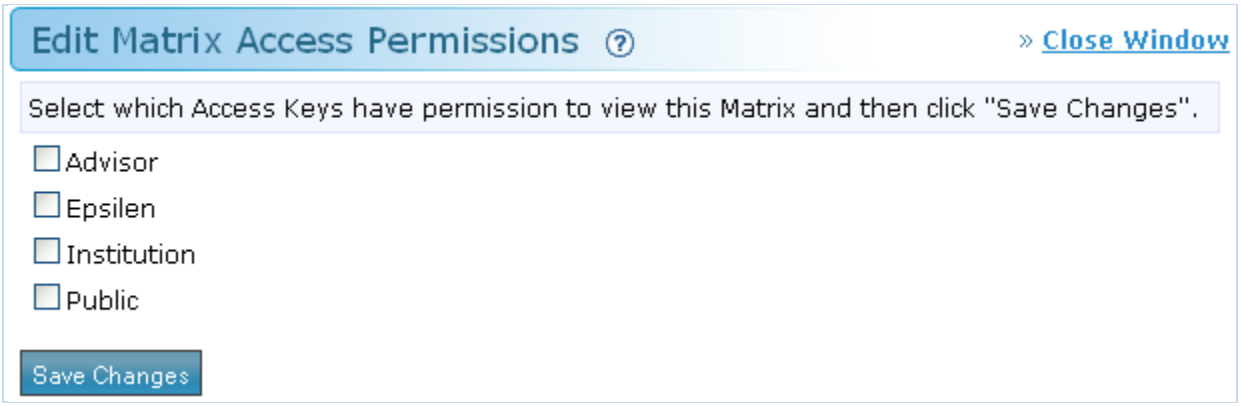


Figure 6

Editing a Matrix Cell / Managing Objects

To edit a Matrix Cell:

1. Click the Edit icon in the bottom right corner of a Matrix cell. The Edit Matrix Cell page will show with Matrix, Principle and Category information displayed. An Add Object form for adding/editing objects and a section titled Objects Currently in Matrix Cell will show as well. Use this section to view, edit and delete objects in a Matrix cell.

The illustration below displays the Edit Matrix Cell screen.

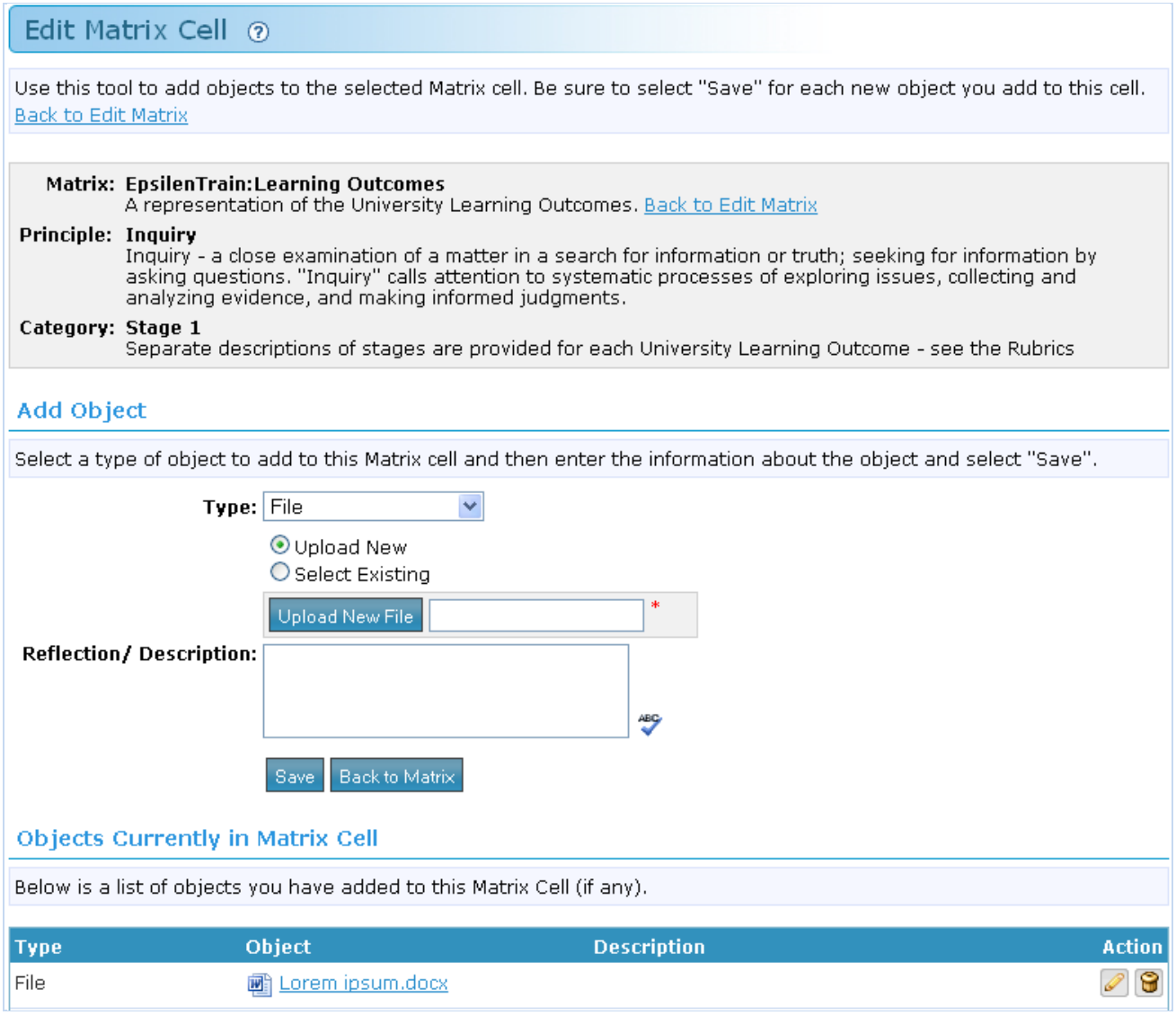

Edit Matrix Cell
Use this tool to add objects to the selected Matrix cell. Be sure to select "Save" for each new object you add to this cell.
Back to Edit Matrix
Matrix: EpsilenTrain:Learning Outcomes
A representation of the University Learning Outcomes. Back to Edit Matrix
Principle: Inquiry
Inquiry - a close examination of a matter in a search for information or truth; seeking for information by asking questions. "Inquiry" calls attention to systematic processes of exploring issues, collecting and analyzing evidence, and making informed judgments.
Category: Stage 1
Separate descriptions of stages are provided for each University Learning Outcome - see the Rubrics
Add Object
Select a type of object to add to this Matrix cell and then enter the information about the object and select "Save".
Type: File
Upload New
Select Existing
Upload New File
Reflection/ Description:
Save
Back to Matrix
Objects Currently in Matrix Cell
Below is a list of objects you have added to this Matrix Cell (if any).
Type
Object
Description
Action
File
Lorem ipsum.docx

Figure 7

The illustration below displays the Objects Currently in Matrix Cell section of the Edit Matrix Cell screen.

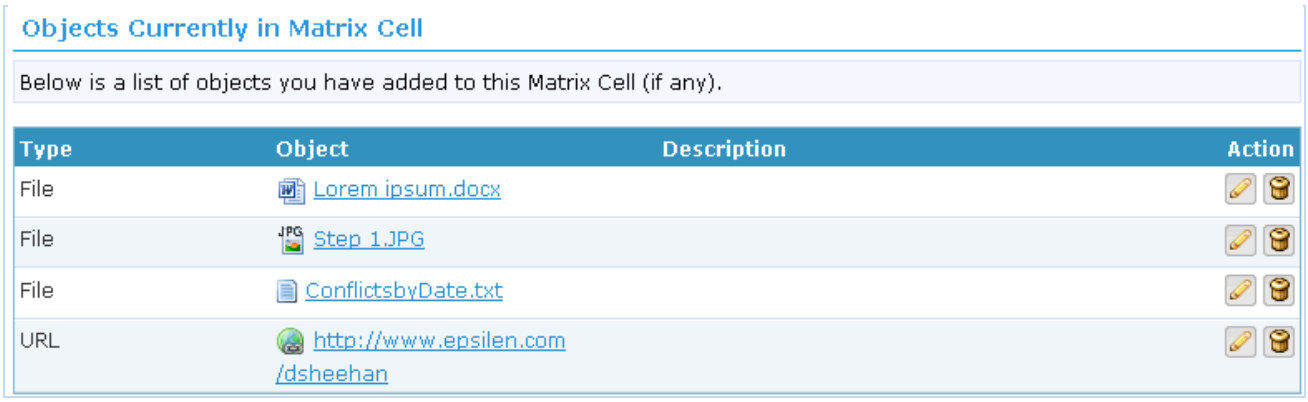


Figure 8

Definitions

Edit Object: Click the Edit icon to edit an object from a Matrix cell.

Delete Object: Click the Delete icon to delete an object from a Matrix cell.

Adding/Editing an Object: Upload a New File

To upload a new file:

1. In the Type dropdown menu, select File.
2. Select the Upload New option beneath the Type dropdown menu.
3. Click the **Upload New File** button. The Upload File popup window will show.
4. To change the folder where this new file will be uploaded, click the 'Click here' link in the Upload File window and select a different folder.
5. Click the **Add File** button to find and select a file. Check the "Replace file if it already exists" option if a previous version of the file is already found in the same folder.
6. Click the **Upload** button. The uploaded file's name is displayed in the Add Object section.

Note: Only files that do not exist within Files/ Folders can be uploaded. See the following section ("Adding/Editing an Object: Select an Existing File") for information about adding files that have already been uploaded to a matrix.

7. Enter an optional Reflection/Description and click the **Save** button to add the object. The Edit Matrix Cell page will show a confirmation message to state that the object was added successfully.

The illustration below displays the Add Object section for uploading a new file.

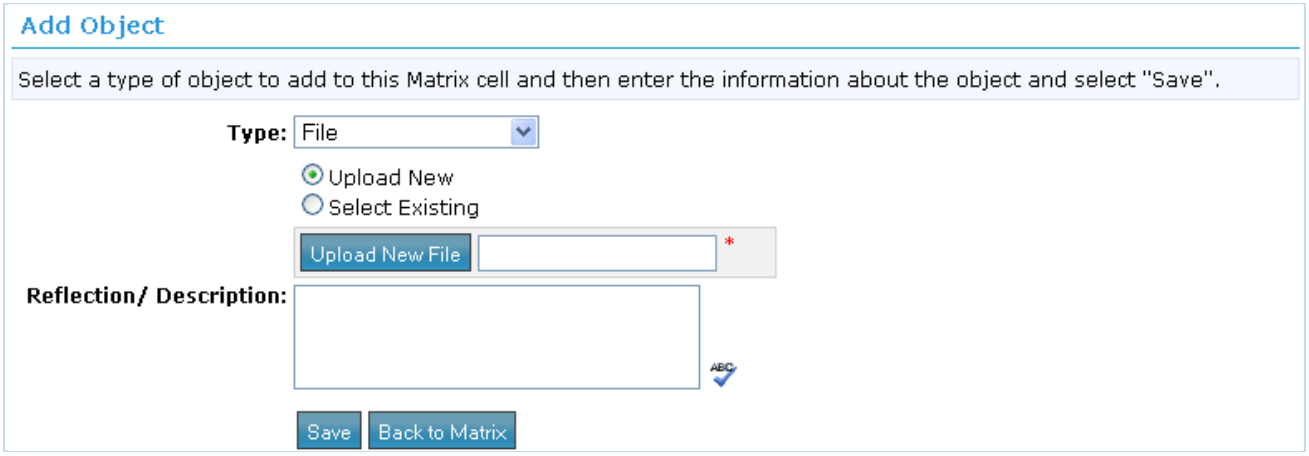


Figure 9

The illustration below displays the Upload File screen.

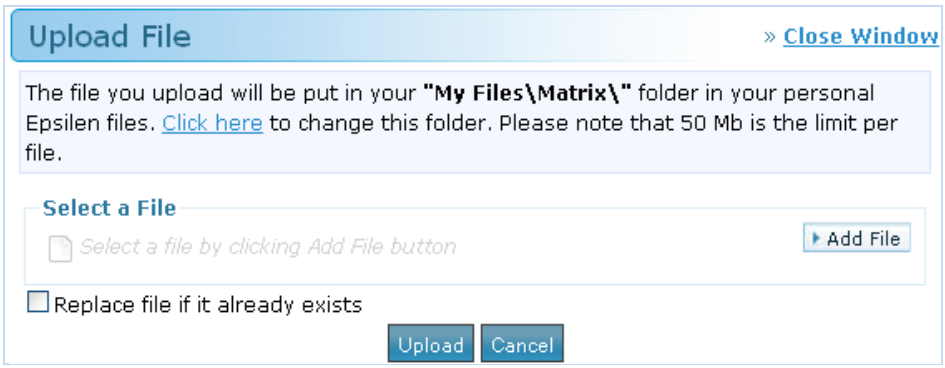

Upload File
» Close Window
The file you upload will be put in your "My Files\Matrix\" folder in your personal Epsilen files. Click here to change this folder. Please note that 50 Mb is the limit per file.
Select a File
Select a file by clicking Add File button
Add File
Replace file if it already exists
Upload
Cancel

Figure 10

The illustration below shows the error message that displays when a user attempts to upload a file that has already been uploaded within Epsilen. Epsilen only allows a file to be uploaded to a given user's Files/ Folders (including the Matrix folder) once, so this error message will display even if the file is not found in the Matrix folder.

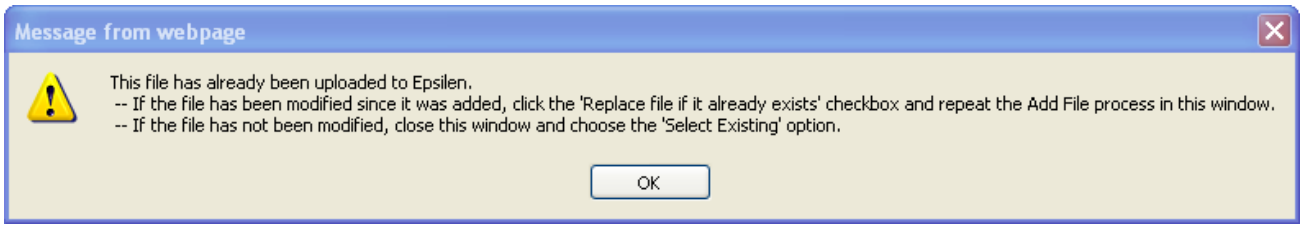

Message from webpage
This file has already been uploaded to Epsilen.
-- If the file has been modified since it was added, click the 'Replace file if it already exists' checkbox and repeat the Add File process in this window.
-- If the file has not been modified, close this window and choose the 'Select Existing' option.
OK

Figure 11

When this error message appears, first click **OK**.

If the data within the file has been changed since its last upload, select the file again and click the "Replace file if it already exists" option.

If the data within the file has not changed, click the **Cancel** button in the Upload File popup window. Next, choose the 'Select Existing' option in the Add Object section. Follow the instructions in the following section ("Adding/Editing an Object: Select an Existing File") to find the desired file.

Adding/Editing an Object: Select an Existing File

To select an existing file:

1. Select File in the Type menu.
2. Select the Select Existing option in the Add Object section of the Edit Matrix Cell page.
3. Click the **Select Existing** button to open the Select Existing File popup window.
4. Click on the file wish to be added and click the **Select** button. The Add Object section will display, showing the selected file's name.
5. Enter an optional Reflection/Description and click the **Save** button to add the object. The Edit Matrix Cell page will show a confirmation message to state that the object was added successfully.

The illustration below displays the Add Object section for selecting an existing file.

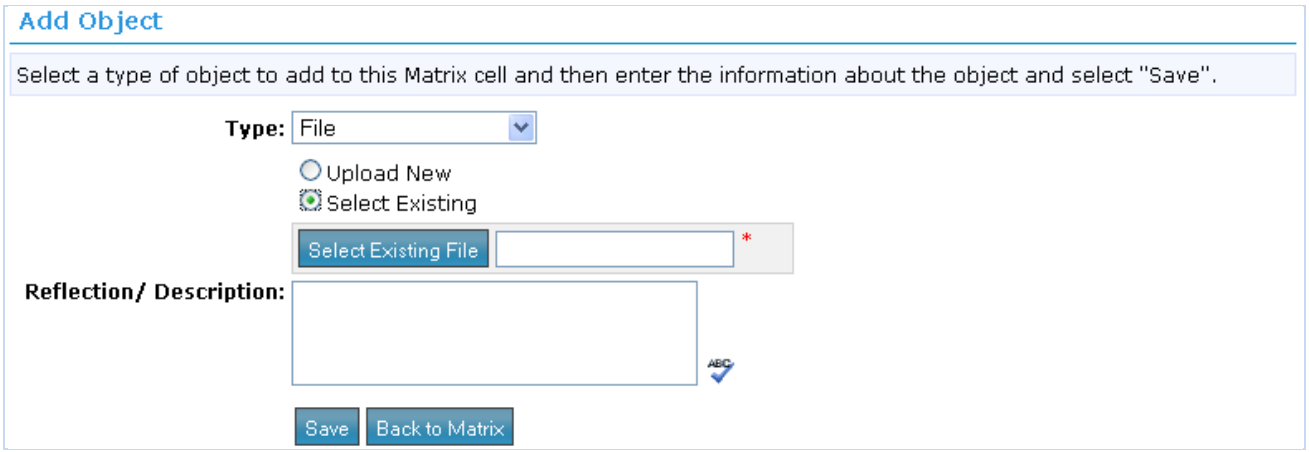


Figure 11

The illustration below displays the Select Existing File screen.

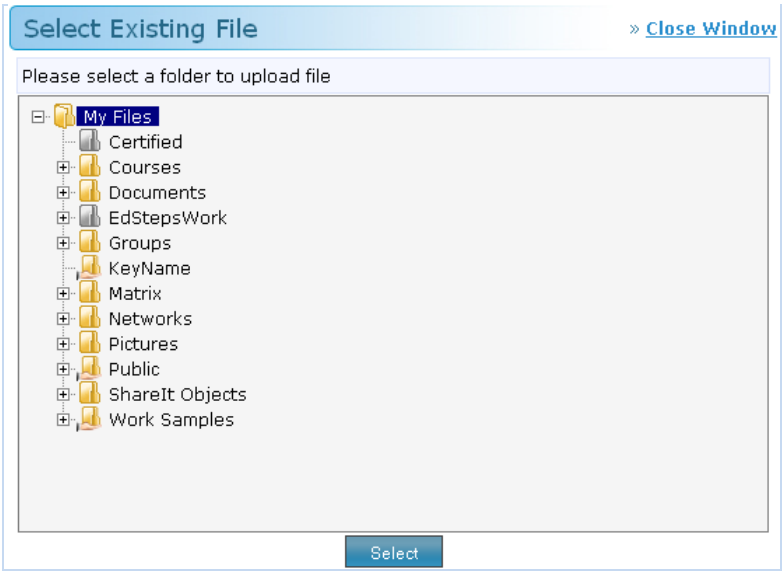


Figure 12

Adding/Editing an Object: URL (Web Address)

To add/edit a URL (web address):

1. Select URL (Web Address) in the Type menu.
2. Complete the fields/choices as described in the following table:

Field	Function
URL Type	URL Type is used to identify the first portion of a URL, known as the protocol, and will generally be "http:" or "https:"
URL	The URL identifies the web page to which this object should refer the assessor.
Reflection/Description	Provide an explanation of the URL object and personal thoughts about the object.

3. When the URL has been added, click the **Save** button. The Edit Matrix Cell page will show a confirmation message to state that the URL was added successfully.

The illustration below displays the Edit Matrix Cell screen for adding a URL (web address).

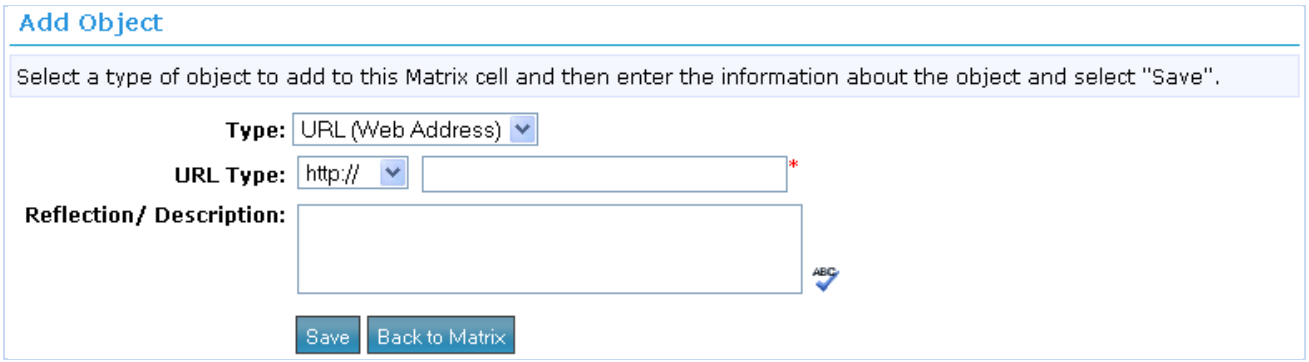


Figure 13

Adding/Editing an Object: Course

To add/edit a course:

1. Select Course in the Type menu.
2. Complete the fields/choices as described in the following table:

Field	Function
Course Title	Course Title identifies the course included in the Matrix cell.
Course Status	Set Course Status to indicate whether the course has been completed, is currently being taken or will be taken in the future.
Reflection/Description	Provide an explanation regarding the course object and personal thoughts about accomplishments in the course.

3. When this information has been added, click the **Save** button. The Edit Matrix Cell page will display a confirmation message stating that the object was added successfully.

The illustration below displays the Edit Matrix Cell screen when adding a Course.

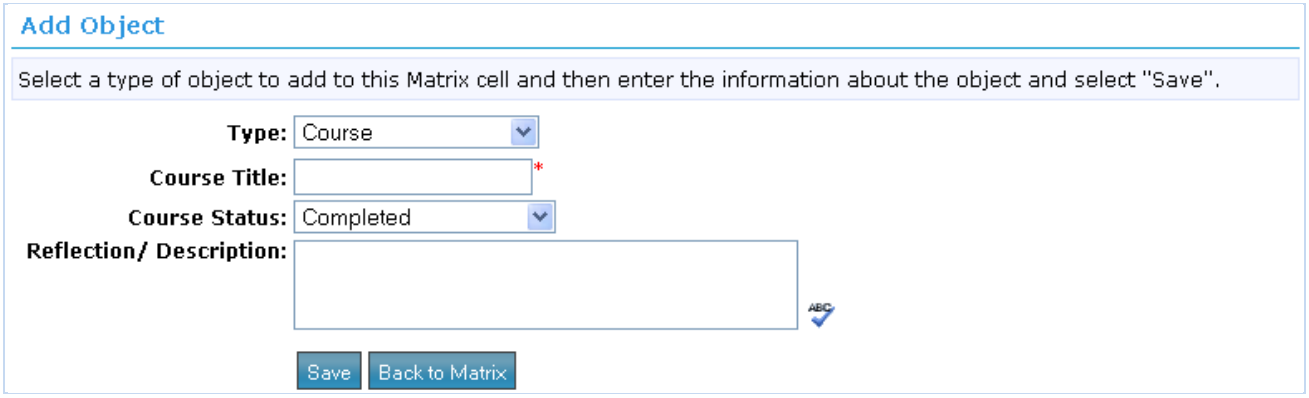


Figure 14

Adding/Editing an Object: Internship

To add/edit an Internship:

1. Select Internship in the Type menu.
2. Complete the fields/choices as described in the following table:

Field	Function
Internship/Details	Identify and explain the Internship object.

3. When the necessary information has been added, click the **Save** button. The Edit Matrix Cell page will show with a confirmation message stating that the object was added successfully.

The illustration below displays the Edit Matrix Cell screen for adding an Internship.

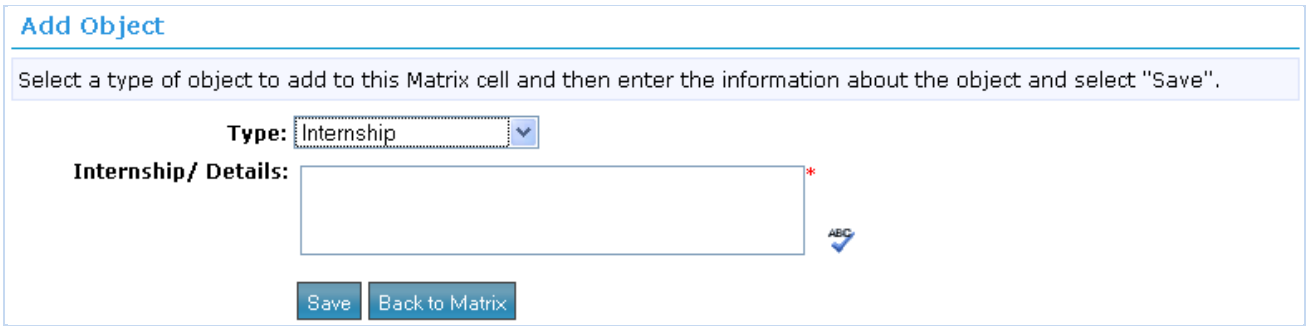

Add Object
Select a type of object to add to this Matrix cell and then enter the information about the object and select "Save".
Type:
Internship
Internship/ Details:
*
Save
Back to Matrix

Figure 15

Adding an Object: Reflection

To add/edit a Reflection:

1. Select Reflection in the Type menu.
2. Complete the fields/choices as described in the following table:

Field	Function
Reflection	Provide personal thoughts about the Matrix cell and the accomplishments demonstrated by the objects within it.

3. When this information has been added, click the **Save** button. Tthe Edit Matrix Cell page will show with a confirmation message stating that the object was added successfully.

The illustration below displays the Edit Matrix Cell screen for adding a Reflection.

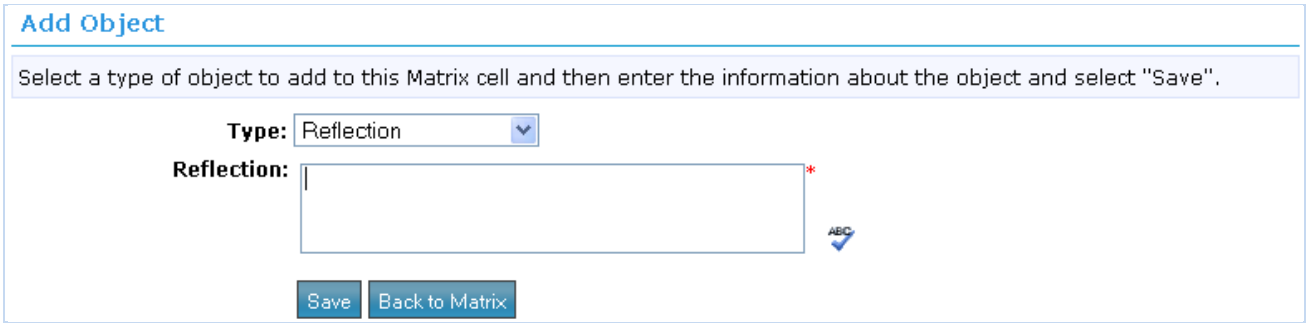

Add Object
Select a type of object to add to this Matrix cell and then enter the information about the object and select "Save".
Type:
Reflection
Reflection:
*
Save
Back to Matrix

Figure 16

Editing a Principle Reflection

To edit a Principle Reflection:

1. On the Edit Matrix page, click the Edit icon in the Reflection column to open the Edit Reflection popup window.
2. Enter a Reflection for the Matrix and Principle displayed on the page.
3. Click the **Save** button. A message will display stating that the reflection was saved successfully, and the popup window will automatically close. The Edit Matrix page will show. The edited reflection will display in the Reflection column of the appropriate Principle's row.

The illustration below displays the **Edit Reflection** screen.

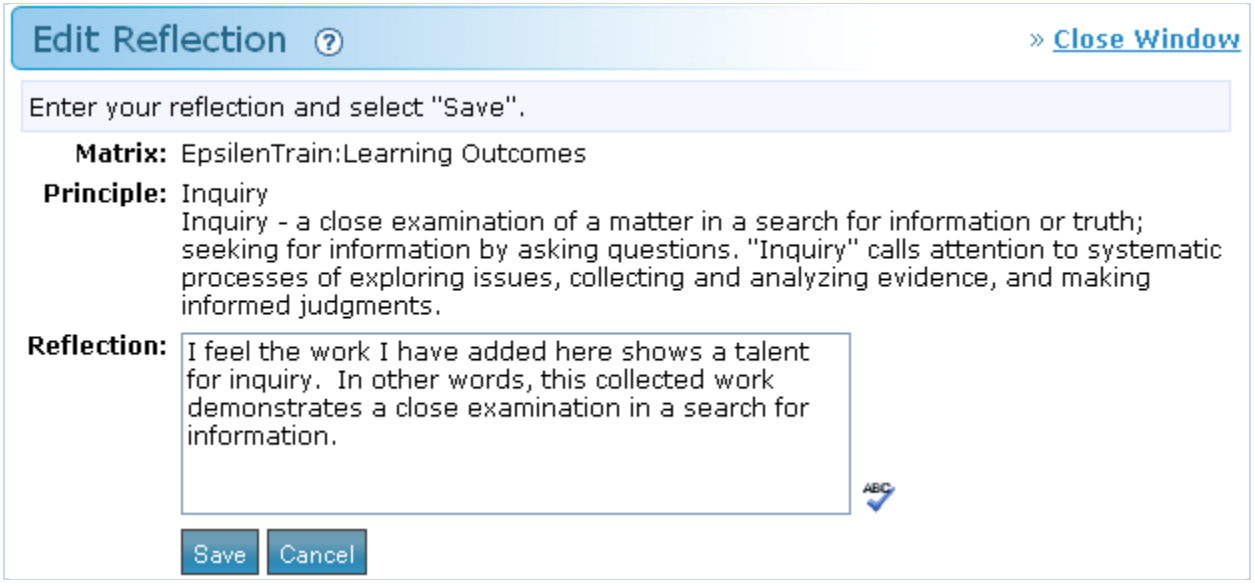

Edit Reflection
» Close Window
Enter your reflection and select "Save".
Matrix: EpsilenTrain:Learning Outcomes
Principle: Inquiry
Inquiry - a close examination of a matter in a search for information or truth; seeking for information by asking questions. "Inquiry" calls attention to systematic processes of exploring issues, collecting and analyzing evidence, and making informed judgments.
Reflection:
I feel the work I have added here shows a talent for inquiry. In other words, this collected work demonstrates a close examination in a search for information.
Save
Cancel

Figure 17

Epsilen Mail

Description

Epsilen Mail is the home page to manage your preferences for handling all mail or messages within Epsilen, and includes access and settings for your QuickNotes, Epsilen Mail, Institution Mail, Course Mail, Group Mail, System Mail, Archived and Sent mail.

Purpose

The **Epsilen Mail** tool allows you to manage your messages so you can create, send, forward, review, archive, or delete at your convenience.

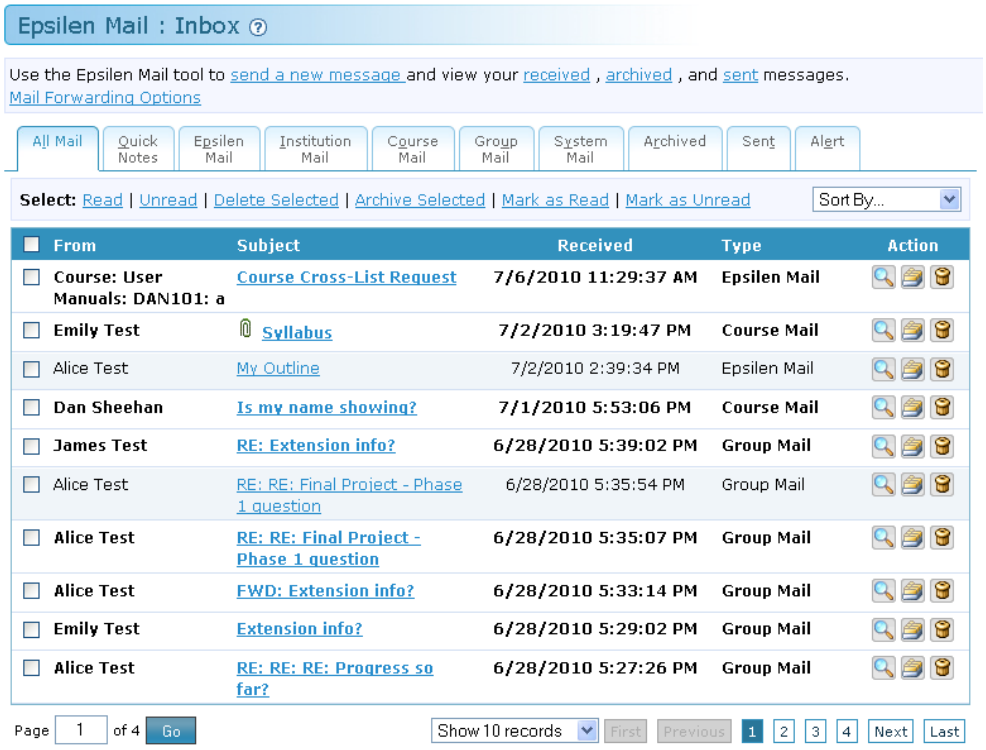


Figure 1

Definitions

Send Mail / Send a New Message allows you to send an email to other Epsilen members, a member of your Networks, or external email addresses.

Options allows you to enable/disable Epsilen Mail forwarding to external email addresses or cell phone numbers, enable/disable the Epsilen Weekly Report, and enable/disable various Alert Types to external email addresses or cell phone numbers.

All Mail allows you to review messages received from any application, including QuickNotes, Epsilen Mail, Institution Mail, Course Mail, Group Mail, and System Mail.

QuickNotes allows you to review messages received from your Public ePortfolio QuickNotes form.

Epsilen Mail allows you to review messages received from Epsilen members.

Institution Mail allows you to review messages received from your Institution Administrator.

Course Mail allows you to review messages received from fellow course members.

Group Mail allows you to review messages received from fellow group members.

System Mail allows you to review messages received from the Epsilen Team.

Archived allows you to store any messages you have chosen to move off the **All Mail** tab.

Sent allows you to review the messages you have previously sent from Epsilen Mail, Course Mail, Group Mail or other tools where the **Send Message** option is available.

Alert: Review an Alert message received from Courses and/or Groups you are a member of.

Archive: Check multiple messages and click the **Archive Selected** link, or click the button for one message to move messages from the current tab to the Archived tab.

Unarchive: Check multiple messages and click the **Unarchive Selected** link, or click the button for one message to move messages from the Archived tab to the tab it originated from.

Delete: Check multiple messages and click the **Delete Selected** link, or click the button to delete one or more messages. The message(s) will be permanently deleted, both from your Epsilen Mail box and any other Mail tool (e.g., Course Mail, Group Mail, etc.). Note: You will not be able to recover deleted messages.

Mark as Unread: Check one or more messages and click the **Mark as Unread** link to mark them as unread (bold text).

Mark as Read: Check one or more messages and click the **Mark as Read** link to mark them as read (normal text).

Move All Read: Click the **Read** link to select all messages that have been read. These messages may be archived, unarchived, deleted, etc., using the directions above.

Move All Unread: Click the **Unread** link to select all messages that have not been read. These messages may all be archived, unarchived, deleted, etc., using the directions above.

Sorting: To change message sorting, use the **Sort by** dropdown menu to make a selection.

a. **From** presents the messages in alphabetical order by first name of the sender.
b. **Subject** presents the messages in alphabetical order by the subject.
c. **Received Date** presents the messages in reverse chronological order, with the newest message at the top. (This is the default sorting presentation.)
d. **Read** presents all unread messages in reverse chronological order, with the newest message at the top, followed by all read messages in reverse chronological order.

e. **Application** presents all messages by grouping, such as Course Mail, Group Mail, Epsilen Mail, etc.

Add To Network: To add a sender to one of your Networks:

1. Find the message from the person you would like to add.
2. Click .
3. A new **Add Person to Network** window will open. Check the box next to any network to which you would like to add the selected person.
4. Click **Add in Selected**.
5. Click **Close Window**.

Navigate Message Pages: To navigate multiple pages of mail messages:

1. The lower right-hand side of the box displays a series of buttons: **First**, **Previous**, a numbered series reflecting the current number of pages, **Next**, and **Last**. Page 1 is the default page you reach when first accessing Course Mail, and displays the five most recent messages (unless you use the sort menu to change the presentation). The button for the current page is highlighted.
2. You can click either **Next** or the next numbered button in sequence to progress through the pages, and click the numbers in reverse order to backtrack (which can also be done by clicking **Previous**).
3. Clicking **First** will take you to the starting/default page, while clicking **Last** will take you to the end page of the list of messages.
4. An option to pick a given page also appears at the lower left-hand side of the box. For example, if the display says **Page 1 of 4**, and you want to see the messages appearing on **Page 3**, you can change the page number to **3** and click **Go**. (This is equivalent to clicking the **3** button from the lower right-hand side options.)

Sending a New Message

To Send a New Message

1. Click **Send New Mail** from the left navigation menu or the **send a new message** link located within the main body of the **Epsilen Mail: Inbox** page.
2. Click **Search Epsilen Members** to add one or more Epsilen members to the list of recipients.
3. Click **Member(s) of my Networks** to add one or more members of your Networks to the list of recipients.
4. Click **External email address(es)** to send this message to one or more external email addresses. If you select this option, you may not send this message to other Epsilen members internally, you may not include attachments, and you will not receive a copy in your Sent mailbox.
5. Complete the fields/choices as described in the following table:

Field	Function
Subject	Enter the subject of your new message.
Message	Enter the text of your new message.

6. Adjust your Message text as desired using the HTML editor (see **Using the HTML Editor**).
7. To attach a file, click **Add Attachment(s)** to open the **Attach File** popup page. You may upload three files and select three existing files from your Files/Folders at a time. Click **Attach Now** to complete the file attachment process.
8. Click **Send** to send the message. You will remain on the **Send Epsilen Mail Message** page with a confirmation of the successful message send.

Figure 2 displays the **Send Epsilen Mail Message** screen.

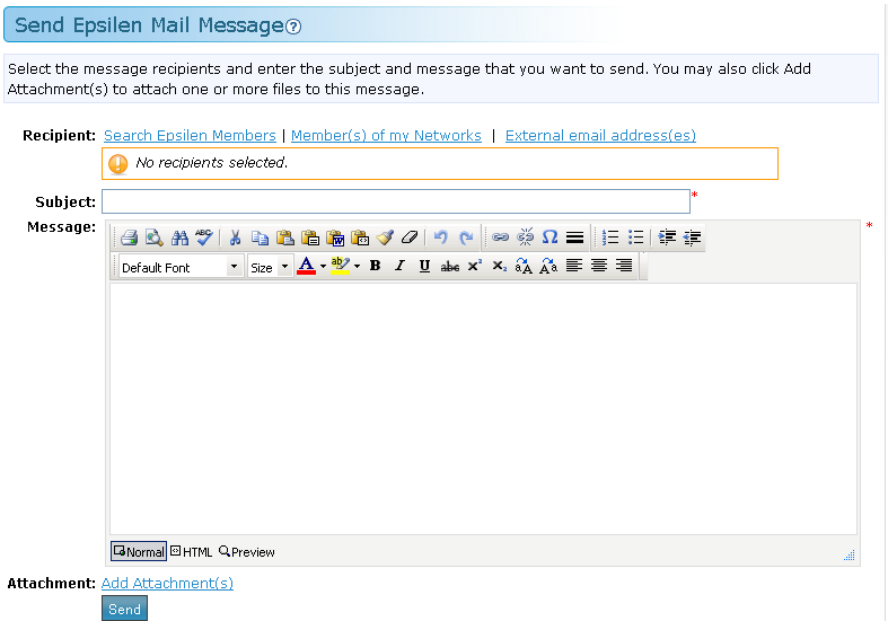

Send Epsilen Mail Message
Select the message recipients and enter the subject and message that you want to send. You may also click Add Attachment(s) to attach one or more files to this message.
Recipient:
Search Epsilen Members | Member(s) of my Networks | External email address(es)
No recipients selected.
Subject:
Message:
Default Font
Size
Normal
HTML
Preview
Attachment:
Add Attachment(s)
Send

Figure 2

Viewing a Message

To View a Message

1. Click on the subject link or the button for a message.
2. You will see the body of text, along with any included attachments. Several options appear below the message:
   a. **Reply** allows you to respond to the sender, and to include additional recipients. (Any original attachments are not included in your reply message.)
   b. **Forward** allows you to send the message to other recipients. (Any original attachments will be included in your forwarded message.)
   c. **Download/Import:** Clicking the button allows you download the attached file and save it to your computer or import it into your Epsilen Files/Folders.

Figure 3 displays the **Epsilen Mail Message** screen.

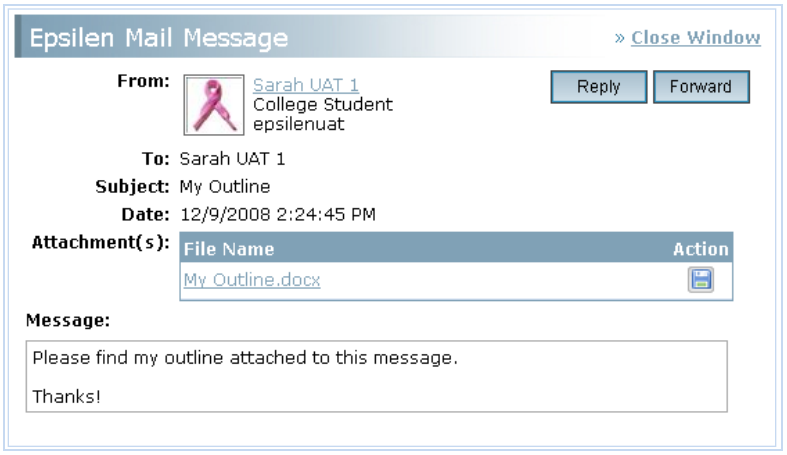


Figure 3

Downloading an Attachment

To Download an Attachment

Option 1

1. Click on the attached filename link or the button for an attachment.
2. Click **Open** to open the document on your computer, or click **Save** to save the file to your computer.

Option 2

1. Click on the button for an attachment
2. On the **Import Attachment** popup page, click the **Download To My Computer** link.
3. Click **Open** to open the document on your computer, or click **Save** to save the file to your computer.

Figure 4 displays the **Import Attachment** screen with the **File Download** popup.

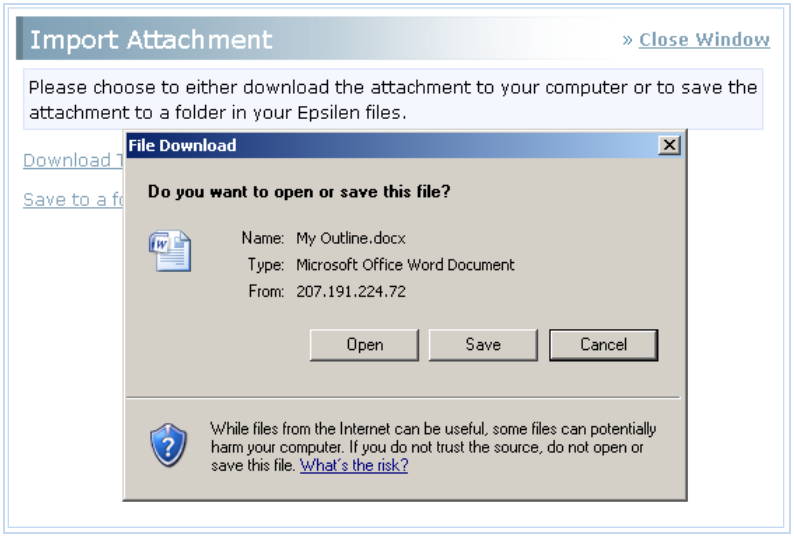

Import Attachment
» Close Window
Please choose to either download the attachment to your computer or to save the attachment to a folder in your Epsilen files.
File Download
Do you want to open or save this file?
Name: My Outline.docx
Type: Microsoft Office Word Document
From: 207.191.224.72
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

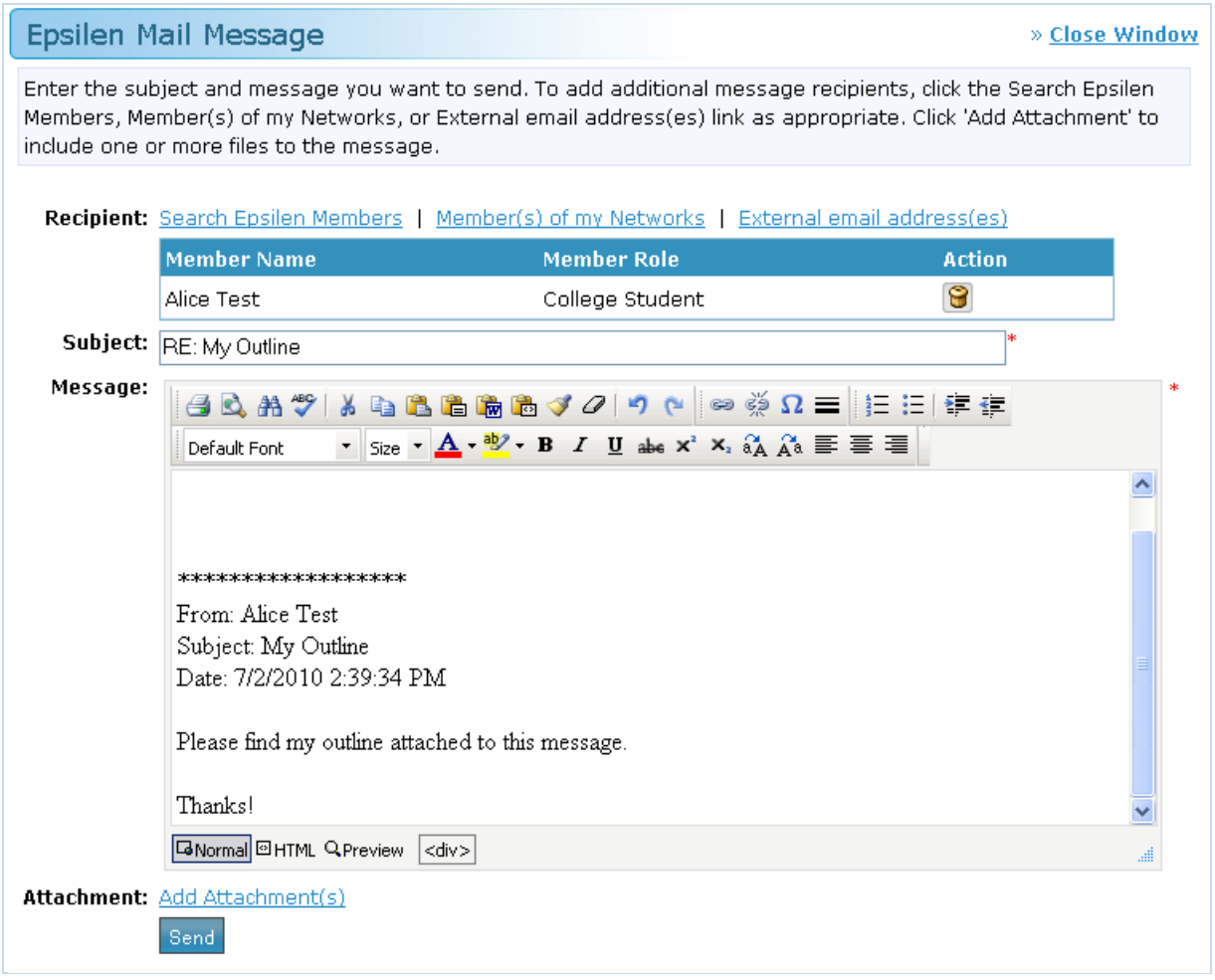
Figure 4

Replying To/Forwarding a Message

To Reply To/Forward a Message

1. Click the **Reply** button to send a reply back to a message sender, or click **Forward** to send a message to other Epsilen members/email addresses.
2. Click the **Search Epsilen Members**, **Members of my Networks**, or **External email address(es)** links to add recipients to the message. If you select External email address(es), you cannot send this message to other Epsilen members internally, you cannot include attachments, and you will not receive a copy in your **Sent** mailbox.
3. Modify the **Subject** and **Message** of the message (see **Using the HTML Editor**).
4. To attach a file, click **Add Attachment(s)** to open the **Attach File** popup page. You may upload three files and select three existing files from your Files/Folders at a time. Click **Attach Now** to complete the file attachment process.
5. Click the **Send** button to send the message.

Figure 5 displays the **Epsilen Mail Message** screen for sending a Reply.


Epsilen Mail Message
» Close Window
Enter the subject and message you want to send. To add additional message recipients, click the Search Epsilen Members, Member(s) of my Networks, or External email address(es) link as appropriate. Click 'Add Attachment' to include one or more files to the message.
Recipient: Search Epsilen Members | Member(s) of my Networks | External email address(es)
Member Name
Member Role
Action
Alice Test
College Student
Subject: RE: My Outline
Message:
Default Font
Size
****
From: Alice Test
Subject: My Outline
Date: 7/2/2010 2:39:34 PM
Please find my outline attached to this message.
Thanks!
Normal
HTML
Preview

Attachment: Add Attachment(s)
Send

Figure 5

Save Mail Forwarding Options

To Save Mail Forwarding Options

1. Complete the fields/choices as described in the following table:

Field	Function
Forward To Email	For each mail type (Epsilen Mail, Course Mail, QuickNotes, Group Mail, System Mail, Institution), enter your external email address (e.g., yahoo, gmail, etc.) where you prefer your email to be forwarded.
Email Status	For each mail type, specify whether email forwarding is enabled by checking the box, or disabled by unchecking the box.
Forward To Cell Phone	For each mail type, click on **Configure,** then check the box to enable forwarding, select your Service Provider from the dropdown list, enter your cell phone number, check the box to agree that Epsilen is not responsible for any charges, fees, taxes, damages, or penalties related to the receipt of text messages, then click **Save**.

2. When you have finished adding the information, click the **Save Changes** button.

Figure 6 displays the **Epsilen Mail Options** screen for Mail Forwarding.

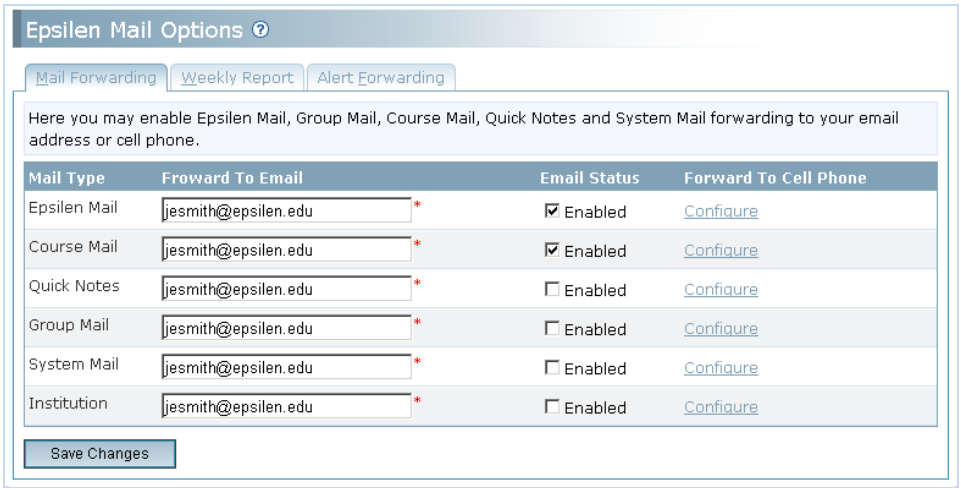


Figure 6

Configuring Cell Phone Forwarding

To Configure Cell Phone Forwarding

1. Click the **Configure** link for a mail type to open the **Message Forwarding to Cell Phone** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Forward	Check the box to enable forwarding.
Service Provider	Select your Service Provider from the dropdown list.
Your Cell Number – Area Code	Enter the area code for your cell phone.
Your Cell Number – Cell Number	Enter your cell phone number (no dashes or spaces).
Cell Phone Forwarding Disclaimer	Read the disclaimer and then check the box to agree that Epsilen is not responsible for any charges, fees, taxes, damages, or penalties related to the receipt of text messages.

3. When you have finished filling in the information, click the **Save** button.

Figure 7 displays the **Message Forwarding to Cell Phone** screen.

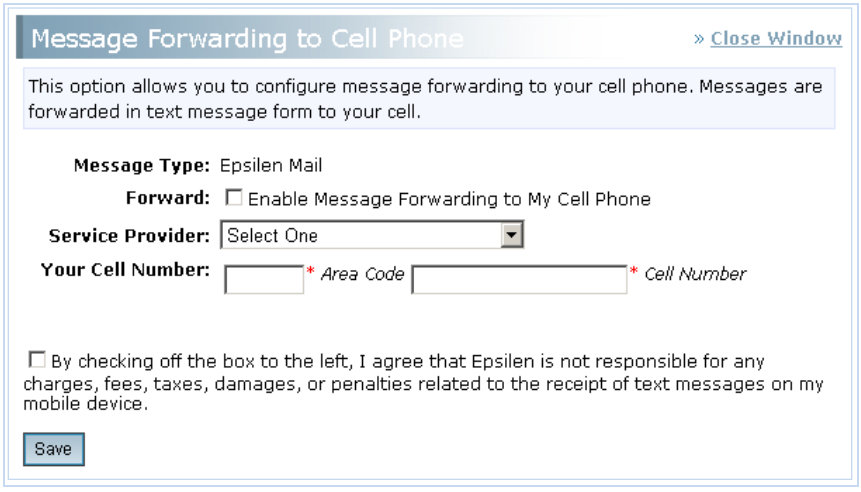

Message Forwarding to Cell Phone
» Close Window
This option allows you to configure message forwarding to your cell phone. Messages are forwarded in text message form to your cell.
Message Type: Epsilen Mail
Forward: Enable Message Forwarding to My Cell Phone
Service Provider: Select One
Your Cell Number: * Area Code * Cell Number
By checking off the box to the left, I agree that Epsilen is not responsible for any charges, fees, taxes, damages, or penalties related to the receipt of text messages on my mobile device.
Save

Figure 7

Save Alert Forwarding Options

To Save Alert Forwarding Options

1. Complete the fields/choices as described in the following table:

Field	Function
Alert Type	Identifies each Alert Type available.
Forward To Email	For each Alert Type, enter your external email address (e.g., yahoo, gmail, etc.) where you prefer your Alert to be forwarded.
Email Status	For each Alert Type, specify whether email forwarding is enabled by checking the box, or disabled by unchecking the box.
Configure Cell Phone	For each Alert type, click on **Configure,** then check the box to enable forwarding, select your Service Provider from the dropdown list, enter your cell phone number, check the box to agree that Epsilen is not responsible for any charges, fees, taxes, damages, or penalties related to the receipt of text messages, then click **Save**.

2. When you have finished filling in the information, click the **Save Changes** button.

Figure 8 displays the **Epsilen Mail Options** screen for Alert Forwarding.

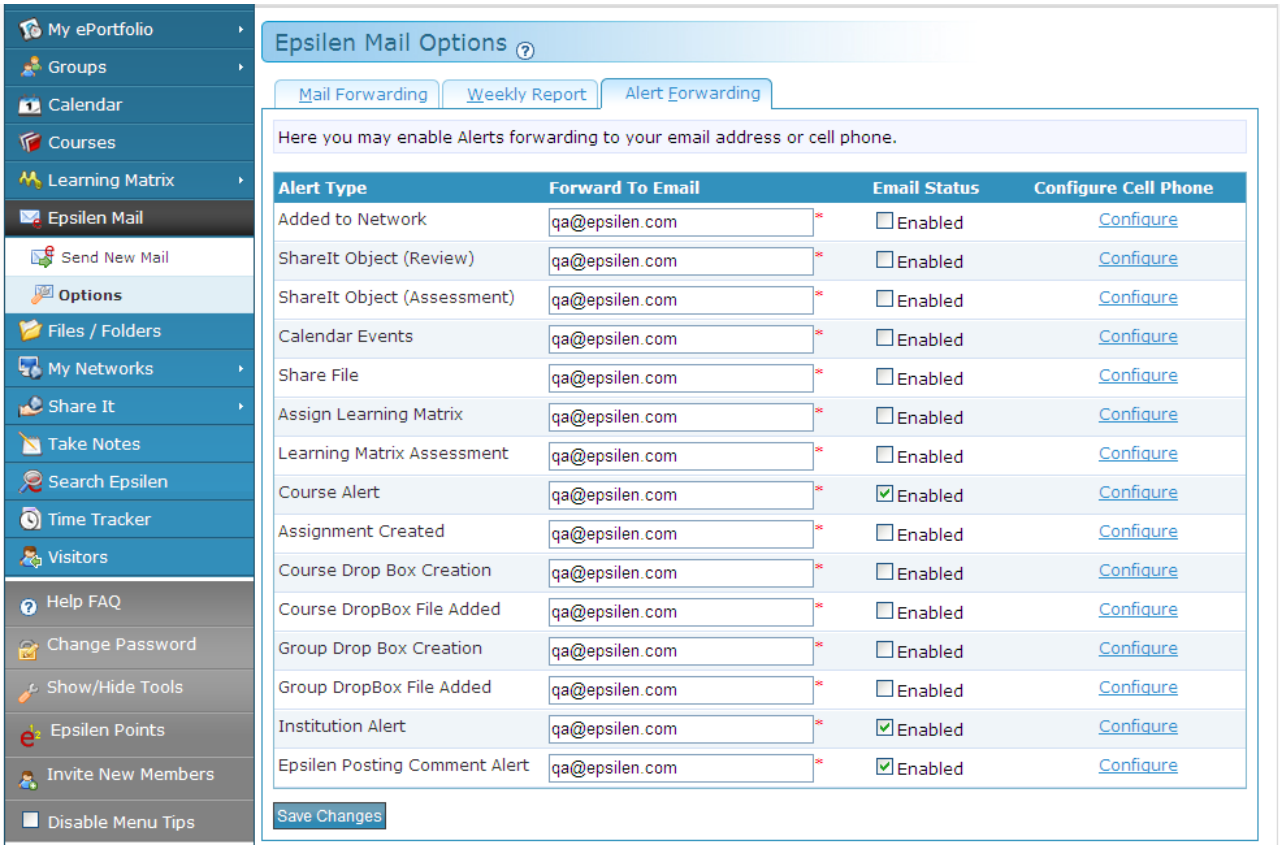


Figure 8

Files/Folders

Description

Epsilen **Files/Folders** contains tools for managing files and folders on an Epsilen ePortfolio site. Upload new files, create and edit folders, and/or share files and folders with others. Select from default folders, which include Certified, Documents, Networks, Pictures, and Public, or create a folder by clicking **Create Folder**.

Purpose

Use Epsilen **Files/Folders** to upload, create and manage your files and folders so important files are stored and organized online within the secure Epsilen Environment where you can use and share them as necessary.

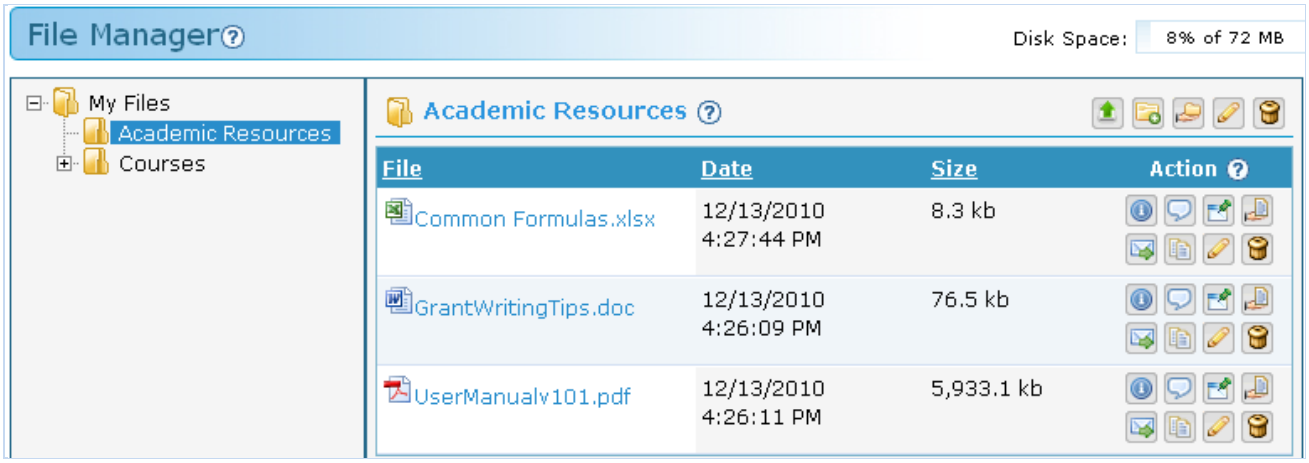


Figure 1

Definitions

Open Folder: Clicking the button in the left folder tree will open a folder or expand the list of folders within it.

Create Folder: Clicking the button allows you to create a new folder within the folder you are currently viewing.

Share Folder: Clicking the button allows you to share the folder you are currently viewing with others.

Edit Folder: Clicking the button to the right of the folder's name allows you to edit the folder you are currently viewing.

Delete Folder: Clicking the button to the right of the folder's name allows you to edit the folder you are currently viewing.

Upload File: Clicking the button allows you to upload a new file to the folder you are currently viewing.

Download File: Clicking the name of a file allows you to download the file and either open it or save it to your computer.

View File Information: Clicking the button allows you to view information about the file, including its Direct Link that you may bookmark for easy access, and comments and reflections that have been saved about the file.

Manage File Comments: Clicking the button allows you to view, add and delete comments for a file.

Manage File Reflections: Clicking the button allows you to view, add, edit and delete reflections for a file.

Share File: Clicking the button allows you to share a file with others.

Send File: Clicking the button allows you to send a file as an attachment to others using Epsilen Mail.

Copy File: Clicking the button allows you to create a copy of a file in a different folder.

Edit File: Clicking the button to the right of a file allows you to edit the file.

Delete File: Clicking the button to the right of a file allows you to edit the file.

Creating a Folder

To Create a Folder

4. Click the button or the **Create Folder** button.
5. Complete the fields/choices as described in the following table:

Field	Function
Create in	Identify where the new folder should be created.
Folder Name	Enter the name of the new folder.
Description	Enter a description for what files/folders are contained within this folder.
Sharing	Select Access Keys if you would like to share this folder with others.

6. When you have finished filling out the information, click the **Add Folder** button. You will be returned to the **File Manager** page where you will see your new folder displayed.

Figure 2 displays the Add Folder screen.

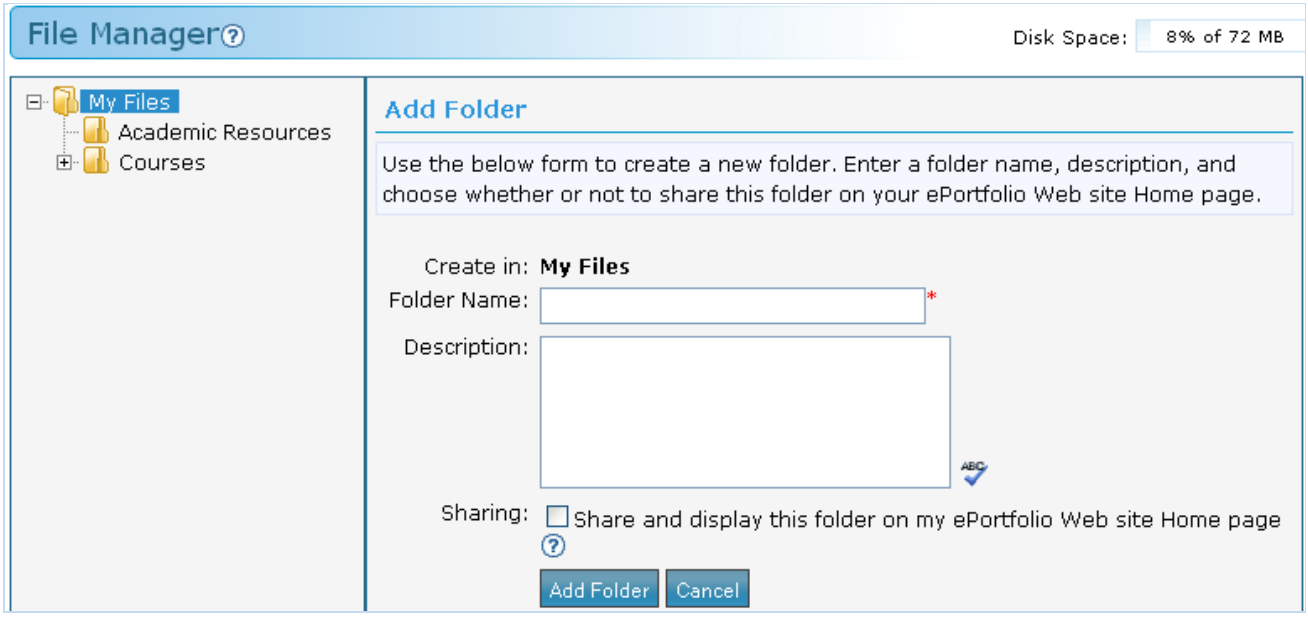

File Manager
Disk Space: 8% of 72 MB
My Files
Academic Resources
Courses
Add Folder
Use the below form to create a new folder. Enter a folder name, description, and choose whether or not to share this folder on your ePortfolio Web site Home page.
Create in: My Files
Folder Name:
Description:
Sharing:
Share and display this folder on my ePortfolio Web site Home page
Add Folder
Cancel

Figure 2

Editing a Folder

To Edit a Folder

1. Click the button to the right of the folder name.
2. Complete the fields/choices as described in the following table:

Field	Function
Folder Name	If desired, enter a new name for the existing folder.
Description	Enter a description for what files/folders are contained within this folder.

3. When you have finished filling out the information, click the **Update Folder** button. You will be returned to the **File Manager** page where you will see the current folder displayed.

Figure 3 displays the Edit Folder screen.

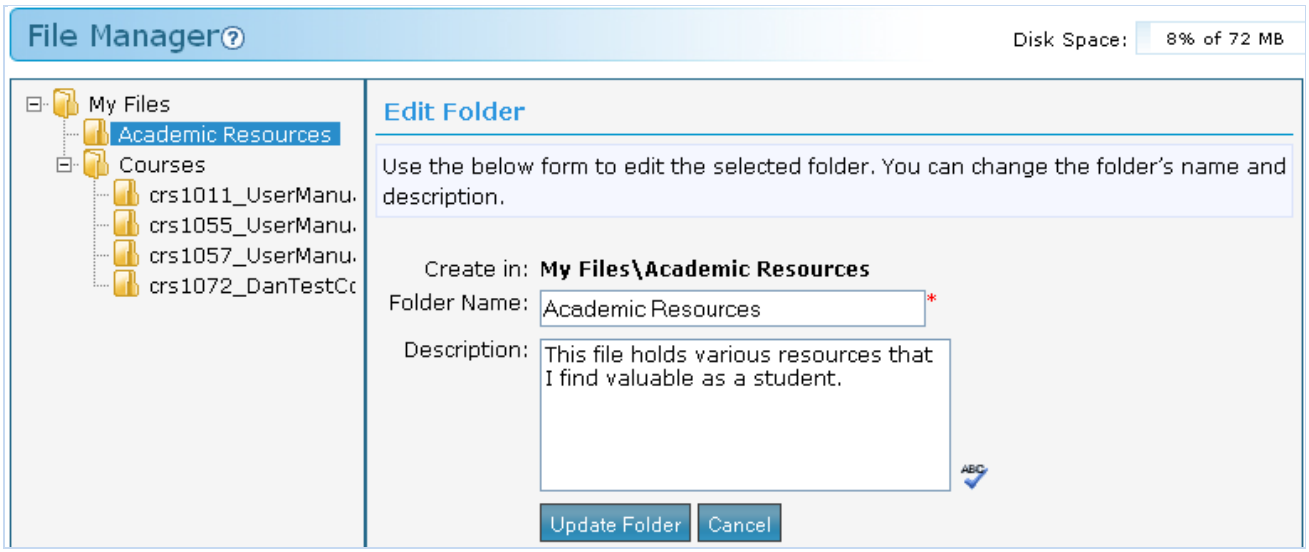


Figure 3

Uploading a File

To Upload a File

1. Click the button to the right of the folder name
2. Complete the fields/choices as described in the following table:

Field	Function
Select a File	Click the **Add File** button to locate a file to upload. Up to three files may be uploaded at once.
Replace file if it already exists	Click this checkbox if the file is an updated version of a file that has already been uploaded. Both files must have the same filename.
Description	Enter a description for the uploaded file(s).
Reflection	Enter your thoughts on what was learned when this file was created or what you would like to share about this file with others who view it.

3. To upload another file, click the **Add File** button. Three files may be uploaded at a time. Repeat steps 1 and 2 for each additional file.
4. When the necessary fields have been filled, click the **Upload** button. The **File Manager** page will display with the current folder showing the new file(s).

Figure 4 displays the Upload Files screen.

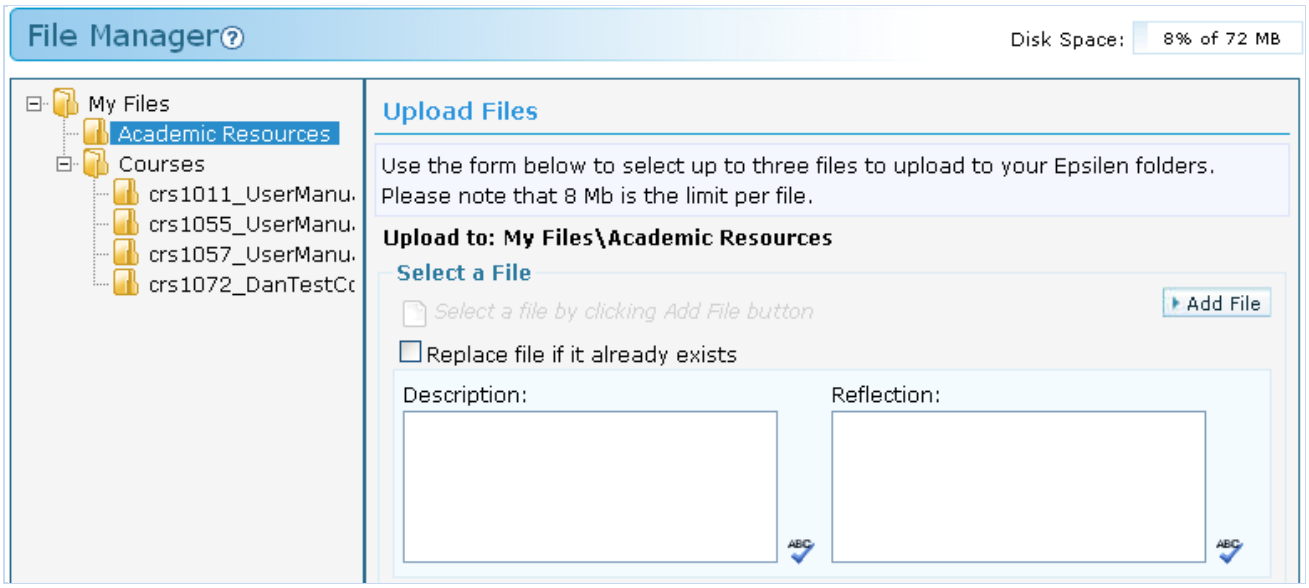


Figure 4

Sharing a File/Folder

To Share a Folder

1. Click the button to the right of the folder name.

To Share a File

1. Click the button to the right of a file.
2. Complete the fields/choices as described in the following table:

Field	Function
All Epsilen Members	Share with any member of the Epsilen community.
All Members of My Institution	Share only with members of your institution.
Networks	Share only with members of your network(s).
Epsilen Members	Share with selected Epsilen members.
Institutions	Share with selected institutions.
Groups	Share with selected group(s).
Courses	Share with selected course(s).
Access Keys	Share with selected Access Key(s).
Allow People to Upload	Allow others to upload files to your folder.
Sharing Objects Disclaimer	Check to confirm that the file is not illegal or harmful to the system and that you have the right to distribute the file.

3. When you have finished filling out the information, click the **Save Changes** button. You will be returned to the **File Manager** page where you will see the current folder displayed.

Figure 5 displays the Share Objects screen.

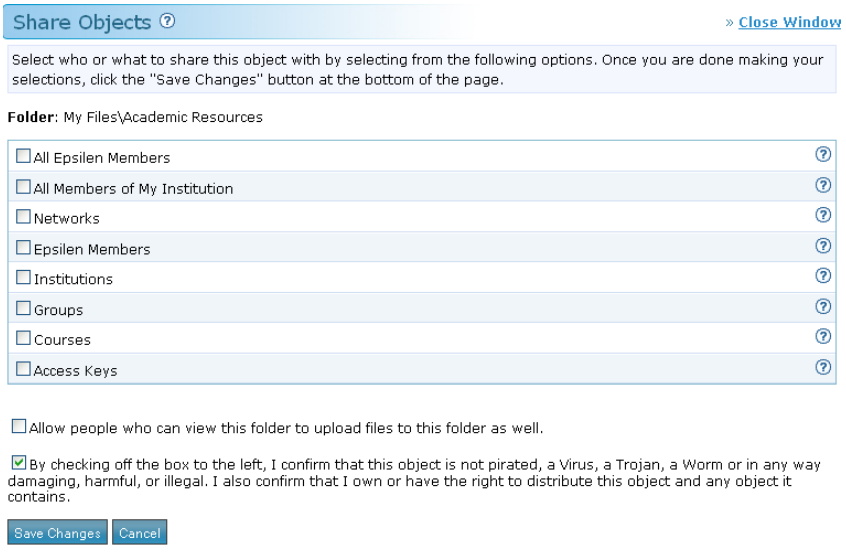

Share Objects
» Close Window
Select who or what to share this object with by selecting from the following options. Once you are done making your selections, click the "Save Changes" button at the bottom of the page.
Folder: My Files\Academic Resources
All Epsilen Members
All Members of My Institution
Networks
Epsilen Members
Institutions
Groups
Courses
Access Keys
Allow people who can view this folder to upload files to this folder as well.
By checking off the box to the left, I confirm that this object is not pirated, a Virus, a Trojan, a Worm or in any way damaging, harmful, or illegal. I also confirm that I own or have the right to distribute this object and any object it contains.
Save Changes
Cancel

Figure 5

Managing File Comments

To Add a File Comment

1. Click the button to open the **File Comments** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Your Name:	Read Only … from your Contact Information
Comment	Enter any thoughts you have about this file (or other users may share their thoughts here as well).

3. When you have finished filling out the information, click the **Save Comment** button. You will remain on the **File Comments** page where you will see a new entry for your comment.

To Delete a File Comment

1. Click the button for a comment
2. Click the **OK** button to confirm the deletion

Figure 6 displays the File Comments screen.

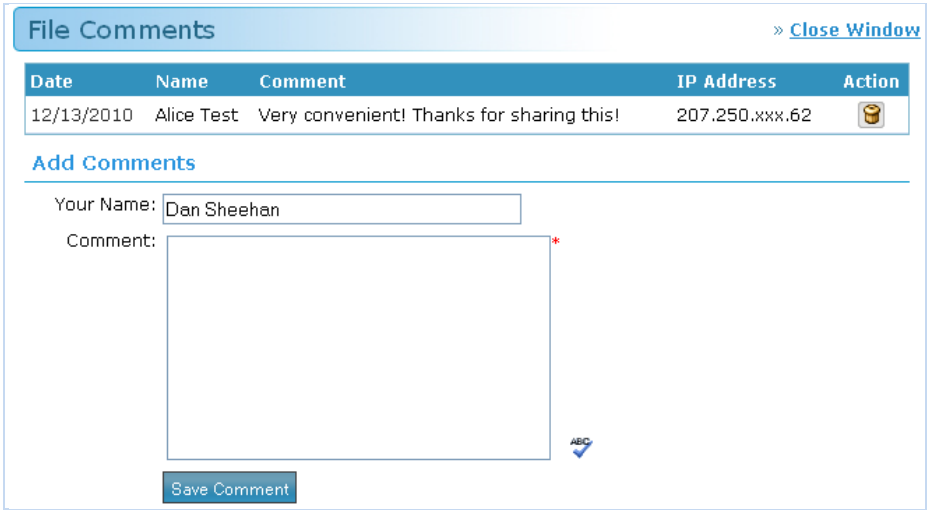


Figure 6

Managing File Reflections

To Add a File Reflection

1. Click the button to open the **File Reflections** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Reflection	Enter what you have learned when you created this file or what you would like to share about this file with others who will view it.

3. When you have finished filling out the information, click the **Save Reflection** button. You will remain on the **File Reflections** page where you will see a new entry for your reflection.

To Edit a File Reflection

1. Click the button
2. Modify your Reflection
3. Click the **Update Reflection** button. You will remain on the **File Reflections** page where you will see a modified entry for your reflection.

To Delete a File Reflection

1. Click the button for a reflection
2. Click the **OK** button to confirm the deletion

Figure 7 displays the File Reflections screen.

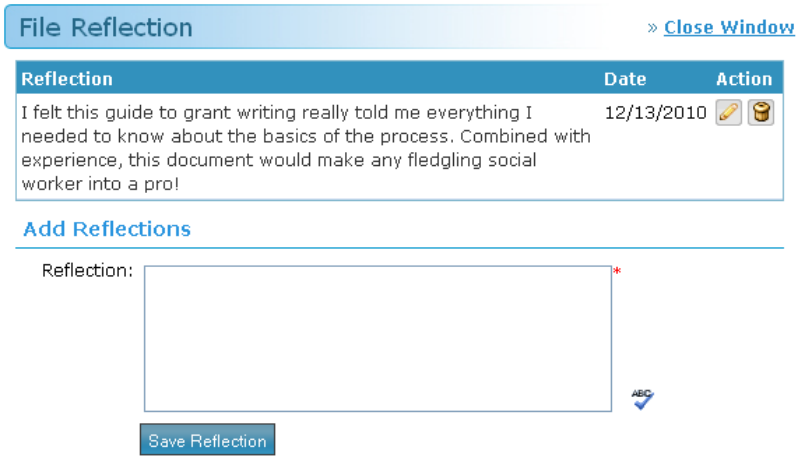

File Reflection
» Close Window
Reflection
Date
Action
I felt this guide to grant writing really told me everything I needed to know about the basics of the process. Combined with experience, this document would make any fledgling social worker into a pro!
12/13/2010
Add Reflections
Reflection:
Save Reflection

Figure 7

Sending a File

To Send a File

1. Click the button to open the **Send Epsilen Mail Message** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Search Epsilen Members	Search for Epsilen members to whom you would like to send the file.
Member(s) of my Networks	Select members of your Networks to whom you would like to send the file.
External email address(es)	Please note: While you can send a message to an external email address or addresses from this page, you cannot include an attachment with such a message.
Subject	Enter the subject of your new message.
Message	Enter the text of your new message.
Add Attachment(s)	Your selected document will already be shown as attached. However, you may also attach up to 3 additional new files, as well as up to 3 additional files previously uploaded to Epsilen.

3. When you have finished filling out the information, click the **Send** button. You will remain on the **Send Epsilen Mail Message** page where you may send another message. **Please Note**: Your file will no longer be attached.

Figure 8 displays the Send Epsilen Mail Message screen.

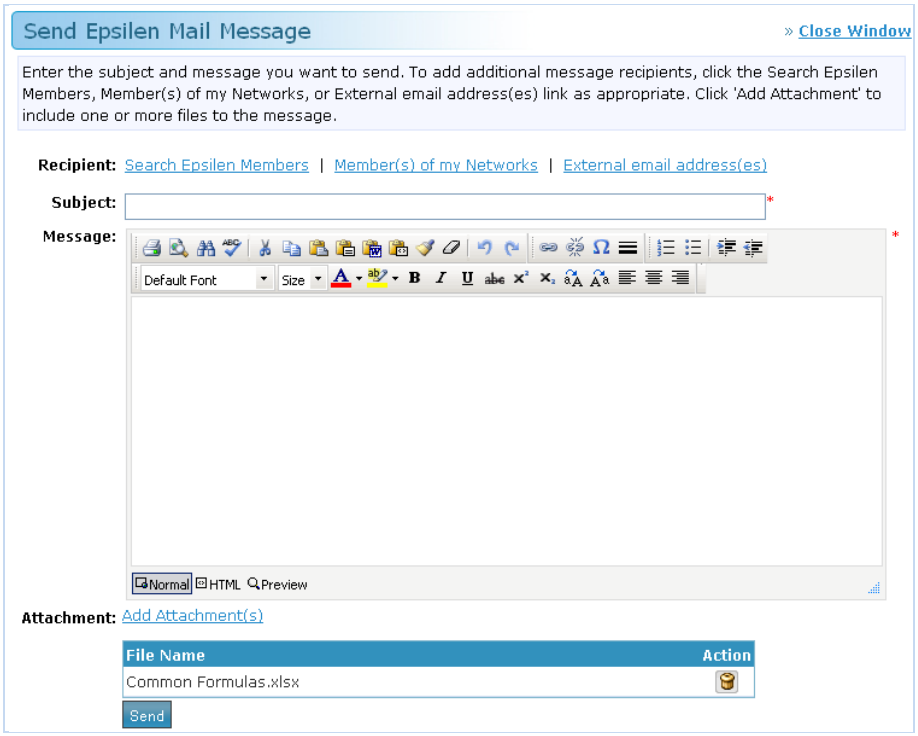

Send Epsilen Mail Message
» Close Window
Enter the subject and message you want to send. To add additional message recipients, click the Search Epsilen Members, Member(s) of my Networks, or External email address(es) link as appropriate. Click 'Add Attachment' to include one or more files to the message.
Recipient: Search Epsilen Members | Member(s) of my Networks | External email address(es)
Subject:
Message:
Default Font
Size
Normal
HTML
Preview
Attachment: Add Attachment(s)
File Name
Action
Common Formulas.xlsx
Send

Figure 8

Copying a File

To Copy a File

1. Click the button
2. Select a folder in which to create a copy of the selected file
3. Click the **Copy** button. You will be returned to the **File Manager** page with the original folder displayed. If you click the name of the folder you copied the file to, you will see an entry for the new file.

Figure 9 displays the Copy File screen.

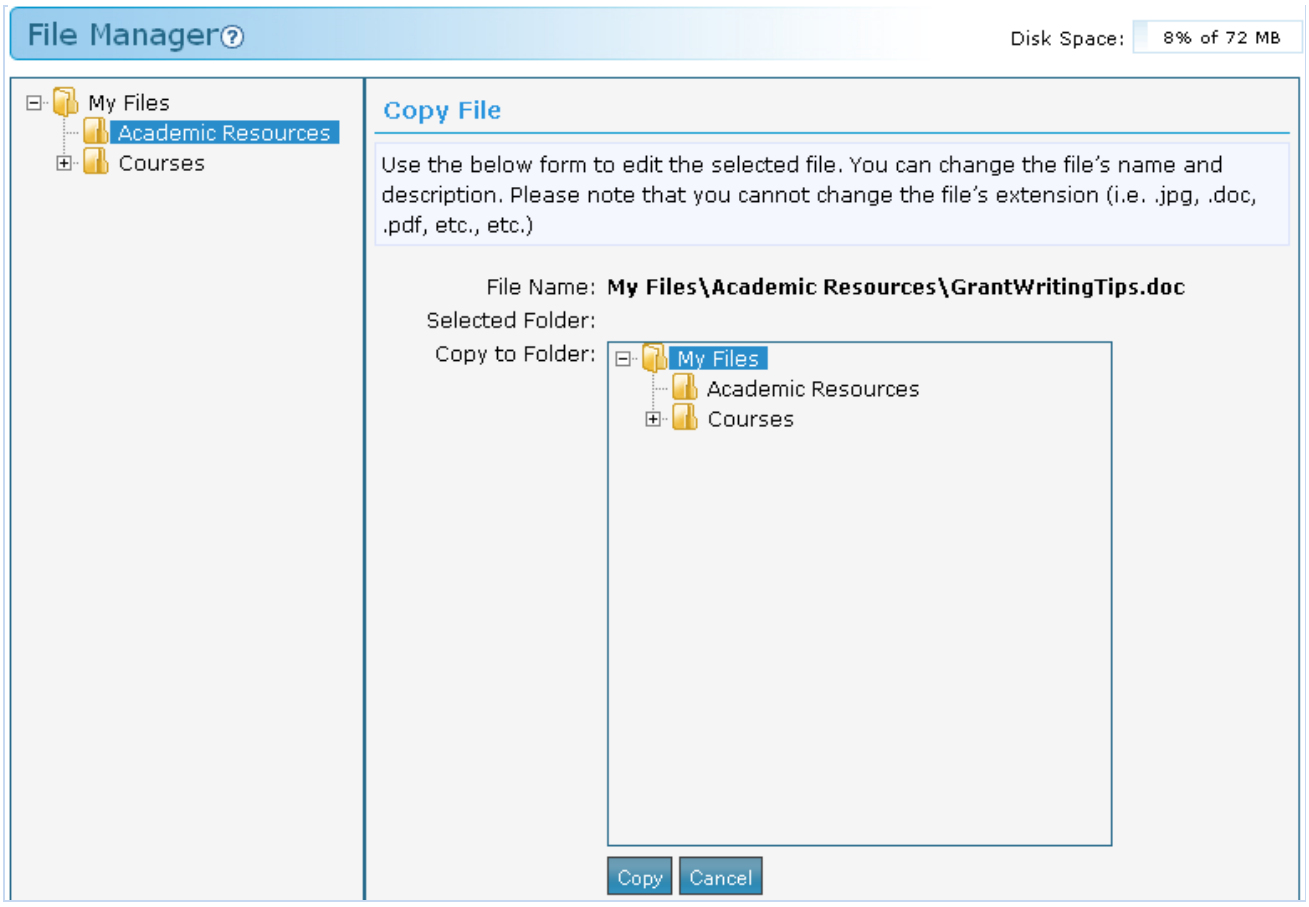

File Manager
Disk Space: 8% of 72 MB
My Files
Academic Resources
Courses
Copy File
Use the below form to edit the selected file. You can change the file's name and description. Please note that you cannot change the file's extension (i.e. .jpg, .doc, .pdf, etc., etc.)
File Name: My Files\Academic Resources\GrantWritingTips.doc
Selected Folder:
Copy to Folder:
My Files
Academic Resources
Courses
Copy
Cancel

Figure 9

Editing a File

To Edit a File

1. Click the button to the right of a file.
2. Complete the fields/choices as described in the following table:

Field	Function
File Name	The existing file name is pre-populated, but it can be edited.
Description	Enter a description for the uploaded file.

3. When you have finished filling in the information, click the **Update** button. You will be returned to the **File Manager** page where you will see the current folder displayed.

Figure 10 displays the Edit File screen.

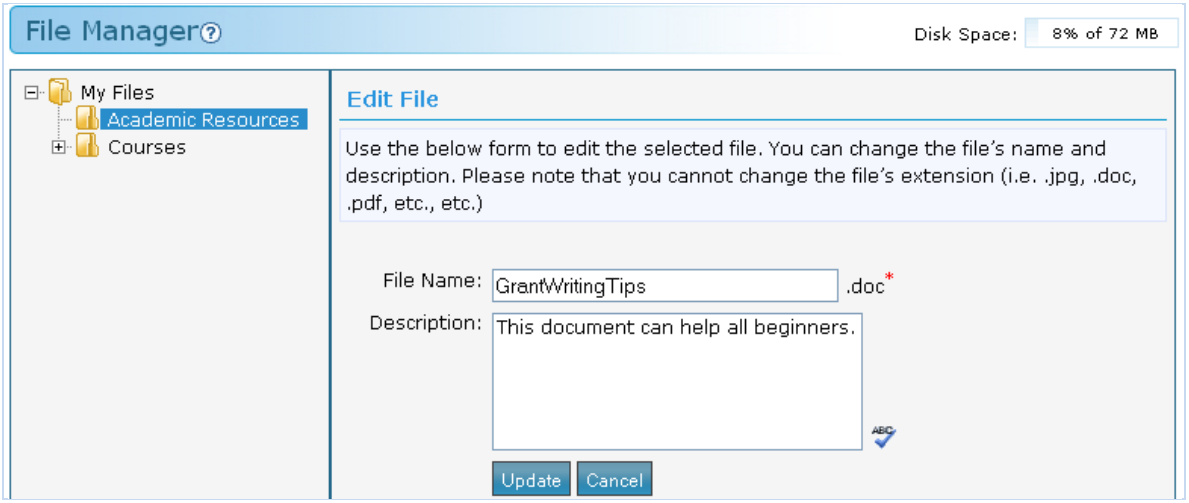

File Manager
Disk Space: 8% of 72 MB
My Files
Academic Resources
Courses
Edit File
Use the below form to edit the selected file. You can change the file's name and description. Please note that you cannot change the file's extension (i.e. .jpg, .doc, .pdf, etc., etc.)
File Name: GrantWritingTips .doc*
Description: This document can help all beginners.
Update
Cancel

Figure 10

My Networks

Description

The **My Networks** tool allows you to assemble Networks with other Epsilen members for the purpose of quick communication and shared access to files. Two default Networks, Social and Professional, are available, and you have the opportunity to create/edit/delete new Networks as necessary, and you can edit security/permissions for each. You may even move a member of one of your Networks to another (for example, from Social to Professional).

Purpose

My Networks provides you the tool to easily connect and interact with Epsilen colleagues, peers, and other members by choosing to add them to your Network or having them add you to their Network. You can provide more contact information to members of these Networks.

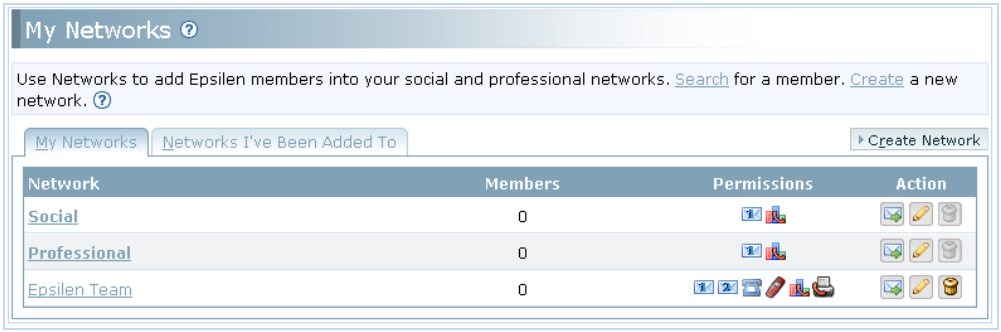


Figure 1

Definitions

Networks I've Been Added To allows you to see which other Epsilen members have added you to their Networks and to add them into your own Networks.

Search People: Clicking the **Search** link or the **Search People** button in the left menu allows you to search for Epsilen members to add into your Networks.

Create Network: Clicking the **Create Network** button allows you to create a new Network.

View Network: Clicking the name of the Network allows you to view the members who have been added to the Network and objects (files/folders) that you have shared with members of the Network.

Send Epsilen Mail Message: Clicking the button allows you to send an Epsilen Mail message to all members of the selected Network.

Edit: Clicking the button allows you to edit a Network's name and permissions.

Delete: Clicking the button allows you to delete a Network.

Creating a Network

To Create a Network

1. Click the **Create Network** button or the **Create** link on the page.
2. Complete the fields/choices as described in the following table:

Field	Function
Network Name	Enter a name for this network which describes the members within it. For example: "Colleagues" or "Family"
Security/Permissions	Select which items of your Contact Information will display to members of this network when they visit your MyCorner page.

3. When you have finished filling out the information, click the **Create** button. You will be returned to the **My Networks** page where you will see a new entry for your new Network.

Figure 2 displays the **Create Network** screen.

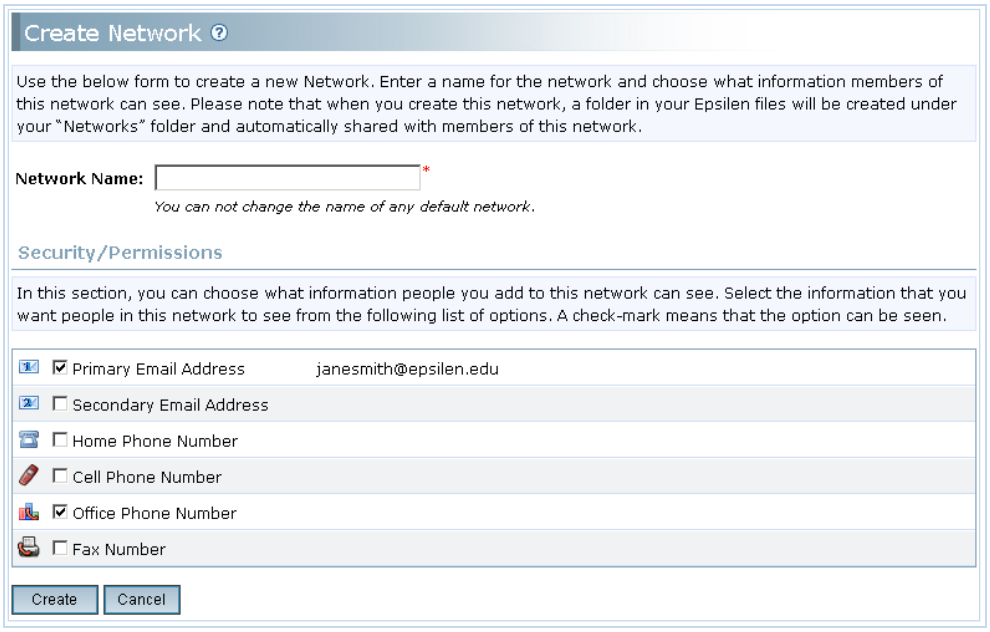

Create Network
Use the below form to create a new Network. Enter a name for the network and choose what information members of this network can see. Please note that when you create this network, a folder in your Epsilen files will be created under your "Networks" folder and automatically shared with members of this network.
Network Name:
You can not change the name of any default network.
Security/Permissions
In this section, you can choose what information people you add to this network can see. Select the information that you want people in this network to see from the following list of options. A check-mark means that the option can be seen.
Primary Email Address janesmith@epsilen.edu
Secondary Email Address
Home Phone Number
Cell Phone Number
Office Phone Number
Fax Number
Create
Cancel

Figure 2

Editing a Network

To Edit a Network

1. Click the button for a Network.
2. Complete the fields/choices as described in the following table:

Field	Function
Network Name	Enter a name for this network which describes the members within it. For example: "Colleagues" or "Family"
Security/Permissions	Select which items of your Contact Information will display to members of this network when they visit your MyCorner page.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **My Networks** page where you will see a modified entry for your Network.

Figure 3 displays the **Edit Network** screen.

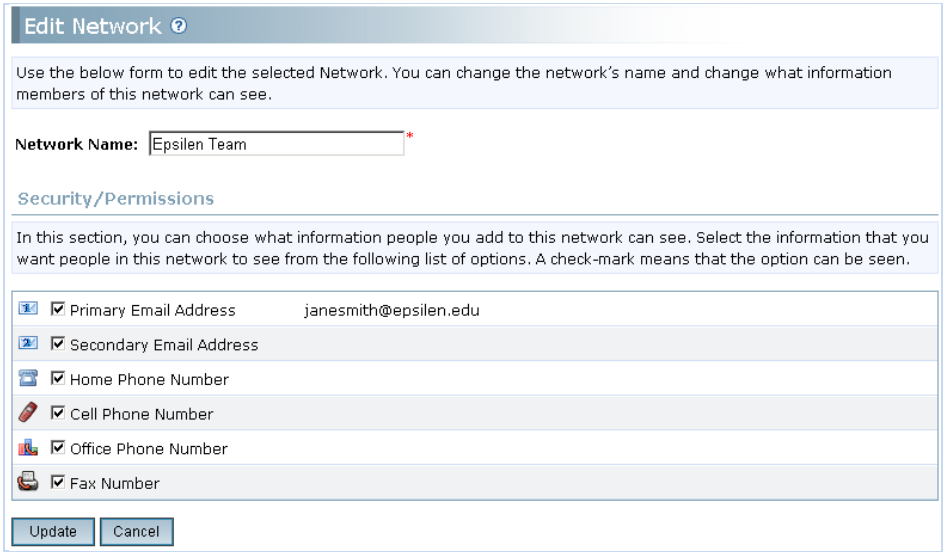

Edit Network
Use the below form to edit the selected Network. You can change the network's name and change what information members of this network can see.
Network Name: Epsilen Team *
Security/Permissions
In this section, you can choose what information people you add to this network can see. Select the information that you want people in this network to see from the following list of options. A check-mark means that the option can be seen.
Primary Email Address janesmith@epsilen.edu
Secondary Email Address
Home Phone Number
Cell Phone Number
Office Phone Number
Fax Number
Update
Cancel

Figure 3

Adding a Network Member

To Add a Network Member

1. Click the **Search People** button in the left menu, or the **Search** link on the page.
2. Enter the name of a person to search for, and click the **Search** button.
3. After the system displays the list of results for your search, click the button next to an Epsilen member to open the **Add Person to Network** popup page.
4. Check the box next to each Network to add this Epsilen member to, and then click the **Add in Selected** button. You will be presented with a message stating that the Epsilen member was added successfully to your Network(s), and then the popup page will close automatically. You may continue to search for and add Epsilen members to your networks as many times as you wish.

Figure 4 displays the **Search People** screen.

Figure 4

Figure 5 displays the **Add Person to Network** screen.

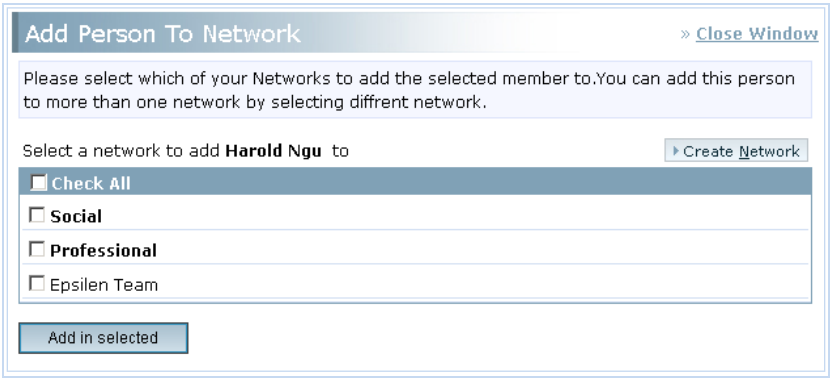

Add Person To Network
» Close Window
Please select which of your Networks to add the selected member to.You can add this person to more than one network by selecting diffrent network.
Select a network to add Harold Ngu to
Create Network
Check All
Social
Professional
Epsilen Team
Add in selected

Figure 5

Viewing a Network

To View a Network

1. Click the name of the Network. You will see the Network displayed along with the permissions assigned to the right, a list of Epsilen members in the Network, and a list of objects (files/folders) that you have shared with the Network.

Figure 6 displays the View Network: **Professional** screen.

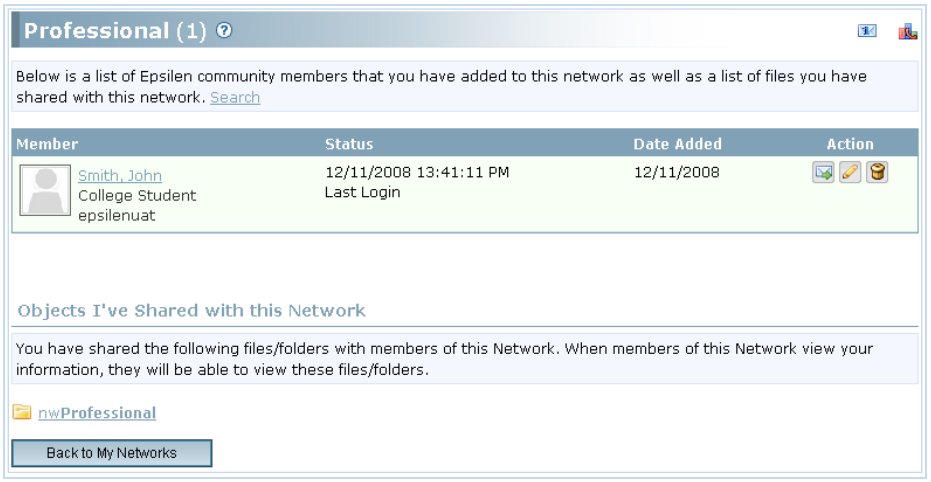

Professional (1)
Below is a list of Epsilen community members that you have added to this network as well as a list of files you have shared with this network. Search
Member
Status
Date Added
Action
Smith, John
College Student
epsilenuat
12/11/2008 13:41:11 PM
Last Login
12/11/2008
Objects I've Shared with this Network
You have shared the following files/folders with members of this Network. When members of this Network view your information, they will be able to view these files/folders.
nwProfessional
Back to My Networks

Figure 6

Definitions

Search: Clicking the **Search** link or the **Search People** button in the left menu allows you to search for Epsilen members to add into your Networks.

Send Epsilen Mail Message: Clicking the button allows you to send an Epsilen Mail message to the selected Network member.

Edit: Clicking the button allows you to edit/move a Network member.

Delete: Clicking the button allows you to remove a member from the Network you are currently viewing.

View Shared Folder: Clicking the button in the **Objects I've Shared with this Network** section will open the **View Shared Folder** popup page where you will see objects that you have shared with the members of this Network.

Editing/Moving a Network Member

To Edit/Move a Network Member

1. Click the button for a Network Member.
2. Select a Network from the **Move this person to my network** list, and then click the **Move Person** button. You will remain on the **Edit Network Member** page with a message stating that the person was successfully moved to the seleted Network.

Figure 7 displays the Search People screen.

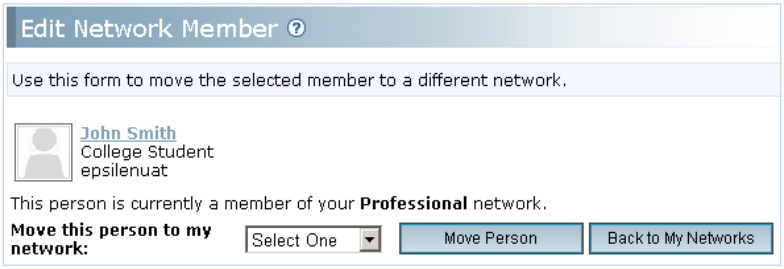

Edit Network Member
Use this form to move the selected member to a different network.
John Smith
College Student
epsilenuat
This person is currently a member of your Professional network.
Move this person to my network:
Select One
Move Person
Back to My Networks

Figure 7

ShareIt

Description

ShareIt allows you to disseminate your files and objects to other Epsilen members who can then use, comment upon, and assess your work. Your ShareIt objects may include learning objects, manuscripts, recipes, artwork, open source software, or any file or object that you have the intellectual property right to share.

Purpose

The purpose of using the ShareIt tool is to encourage communication and object exchange among Epsilen users within a secure environment, with the intention of allowing those who access your files the right to use, review, and/or assess them.

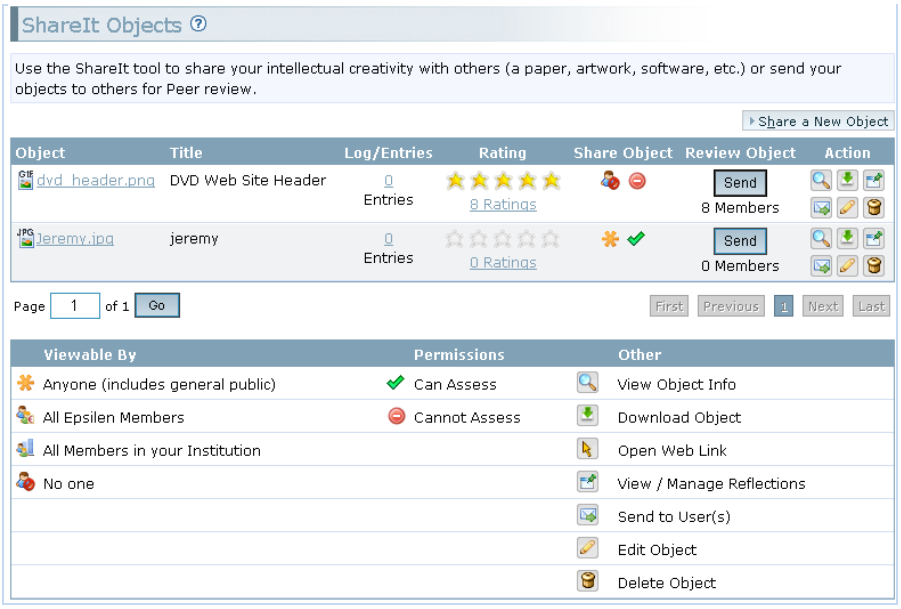


Figure 1

Definitions

Share New Object allows you to add a new ShareIt object and share it with Anyone (including the general public), All Epsilen Members, All Members in your Institution, or No one.

View Assessed Objects allows you to review your assessed ShareIt objects and the ShareIt objects that you have assessed for other Epsilen members.

Review Objects allows you to review ShareIt objects that other Epsilen members have sent to you and view your reviewed ShareIt objects.

Download Object: Clicking the file name link or the button allows you to download and open/save the ShareIt object to your computer.

View Object Logs: Clicking the Log/Entries link allows you to view a log of events for an object, including assessments, etc.

View Object Assessments/Ratings: Clicking the # Ratings link allows you to view assessments that have been made for an object.

View Object Details: Clicking the button allows you to view an object's details, assessments and reflections.

View Object Link: Clicking the button allows you to view a hyperlink that has been included with an object.

View Object Reflections: Clicking the button allows you to view, add, edit, and delete reflections that have been made for an object.

Send Object: Clicking the button or the **Send** button allows you to send an object to other Epsilen members for their review/assessment.

Edit: Clicking the button allows you to edit a ShareIt object.

Delete: Clicking the button allows you to delete a ShareIt object.

Sharing a New Object

To Share a New Object

1. Click the **Share a New Object** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter the title of the new object.
Author	Enter the author of the new object. (The user's name is pre-populated.)
Description	Enter a description of the new object.
Keywords	Insert keywords that will help others search for and locate this object.
Learning Object	Is this an object used for teaching and learning purposes in a course?
Courses Served	(only visible if Learning Object is selected) List any courses in which the object is being used.
Specify Object	Define whether the object is a URL, or a file being uploaded or transferred from your My Epsilen files.
ShareIt Object Policy	This policy must be acknowledged and adhered to in order to share an object.

3. When you have finished filling out the information, click the **Continue** button. You will be taken to the **Who Can Download/View/Review This Object?** page to specify who may view and/or assess your new object and to send this object to other Epsilen members for their review (becomes a **ReviewIt object**).
4. Complete the fields/choices as described in the following table:

Field	Function
ShareIt Object Options	Specify whether the object should be shared with anyone (including the general public), only members of Epsilen, only members of your institution, or no one (to hide the item until you are ready to share).
Allow Assessments	Check the box if you would like to allow logged in Epsilen members to provide feedback.
ReviewIt Object	Check the box if you would like to send this object to Epsilen members of your choice for their review.
Users to Send Object To	Select the Epsilen users that you would like to review this object.
Personal Message	Enter your message to your selected reviewers.

5. When you have finished filling out the information, click the **Save/Send** button. You will be returned to the **ShareIt** page where you will see a new entry for your ShareIt object.

Figure 2 displays the **Share New Object : Step 1 of 2** screen.

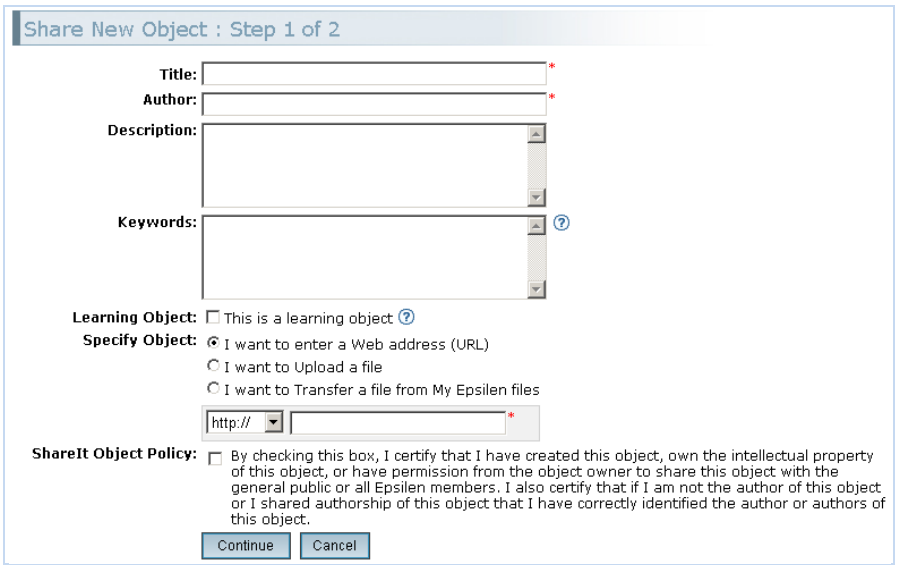

Share New Object : Step 1 of 2
Title:
Author:
Description:
Keywords:
Learning Object:
This is a learning object
Specify Object:
I want to enter a Web address (URL)
I want to Upload a file
I want to Transfer a file from My Epsilen files
http://
ShareIt Object Policy:
By checking this box, I certify that I have created this object, own the intellectual property of this object, or have permission from the object owner to share this object with the general public or all Epsilen members. I also certify that if I am not the author of this object or I shared authorship of this object that I have correctly identified the author or authors of this object.
Continue
Cancel

Figure 2

Figure 3 displays the **Who Can Download/View/Review This Object?** screen.

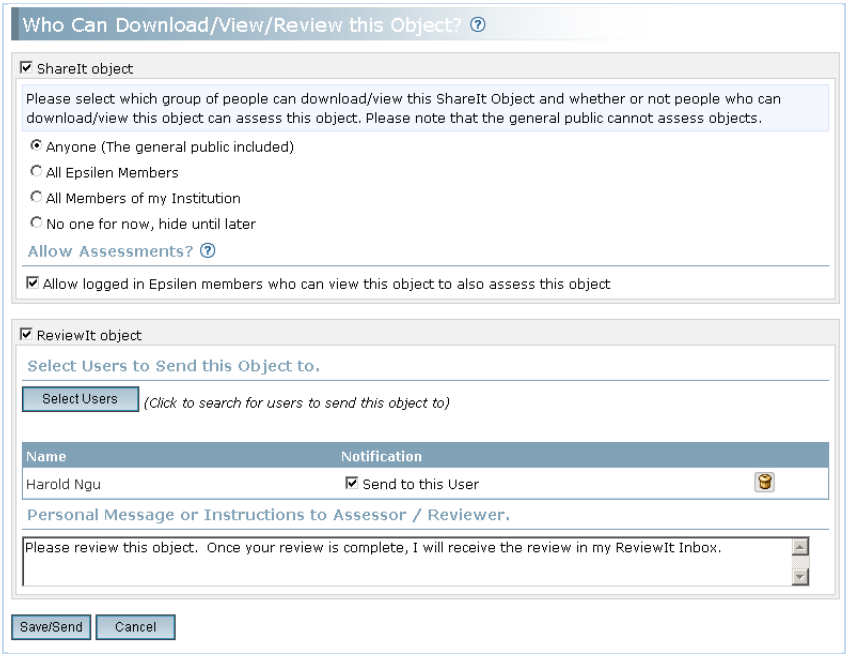

Who Can Download/View/Review this Object?
ShareIt object
Please select which group of people can download/view this ShareIt Object and whether or not people who can download/view this object can assess this object. Please note that the general public cannot assess objects.
Anyone (The general public included)
All Epsilen Members
All Members of my Institution
No one for now, hide until later
Allow Assessments?
Allow logged in Epsilen members who can view this object to also assess this object
ReviewIt object
Select Users to Send this Object to.
Select Users
(Click to search for users to send this object to)
Name
Notification
Harold Ngu
Send to this User
Personal Message or Instructions to Assessor / Reviewer.
Please review this object. Once your review is complete, I will receive the review in my ReviewIt Inbox.
Save/Send
Cancel

Figure 3

Editing an Object

To Edit an Object

1. Click the button for an object.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter or revise the title of the object.
Author	Enter or revise the author of the object.
Description	Enter or revise the description of the object.
Keywords	Insert or revise the keywords that will help others search for and locate this object.
Learning Object	Is this an object used for teaching and learning purposes in a course?
Courses Served	(only visible if Learning Object is selected) List or revise any courses in which the object is being used.
Specify Object	Define whether the object is a URL, or a file being uploaded or transferred from your My Epsilen files.
ShareIt Object Policy	This policy must be acknowledged and adhered to in order to share an object.

3. When you have finished filling out the information, click the **Continue** button. You will be taken to the **Who Can Download/View/Review This Object?** page to specify who may view and/or assess your new object, and to send this object to other Epsilen members for their review (becomes a **ReviewIt object**).
4. Complete the fields/choices as described in the following table:

Field	Function
ShareIt Object Options	Specify whether the object should be shared with anyone (including the general public), only members of Epsilen, only members of your institution, or no one (to hide the item until you are ready to share).
Allow Assessments	Check the box if you would like to allow logged in Epsilen members to provide feedback.
ReviewIt Object	Check the box if you would like to send this object to Epsilen members of your choice for their review.
Users to Send Object To	Select the Epsilen users that you would like to review this object.
Personal Message	Enter your message to your selected reviewers.

5. When you have finished filling out the information, click the **Save/Send** button. You will be returned to the **ShareIt** page where you will see a modified entry for your ShareIt object.

Figure 4 displays the **Edit Share Object : Step 1 of 2** screen.

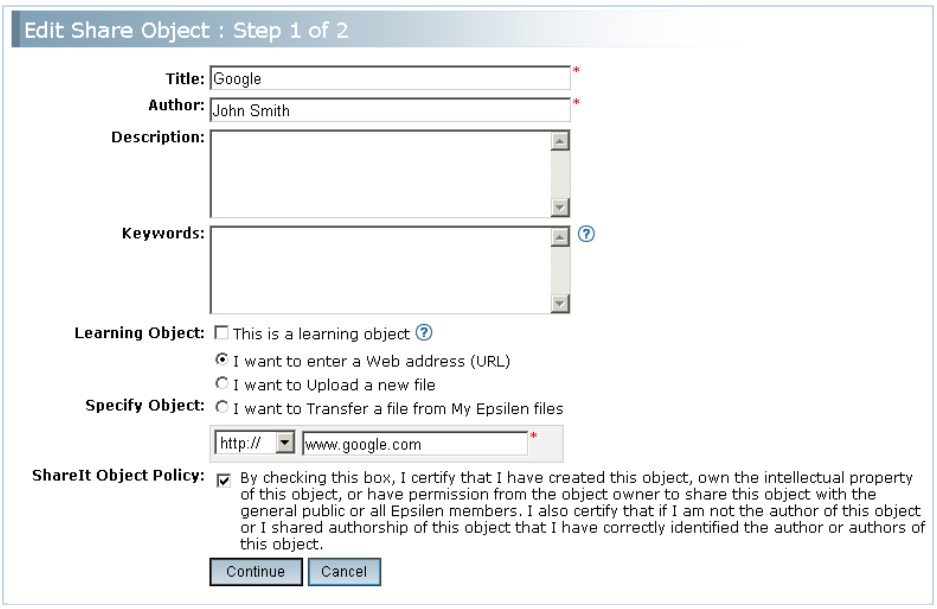

Edit Share Object : Step 1 of 2
Title: Google
Author: John Smith
Description:
Keywords:
Learning Object: This is a learning object
I want to enter a Web address (URL)
I want to Upload a new file
Specify Object: I want to Transfer a file from My Epsilen files
http://
www.google.com
ShareIt Object Policy: By checking this box, I certify that I have created this object, own the intellectual property of this object, or have permission from the object owner to share this object with the general public or all Epsilen members. I also certify that if I am not the author of this object or I shared authorship of this object that I have correctly identified the author or authors of this object.
Continue
Cancel

Figure 4

Figure 5 displays the **Who Can Download/View/Review This Object?** screen.

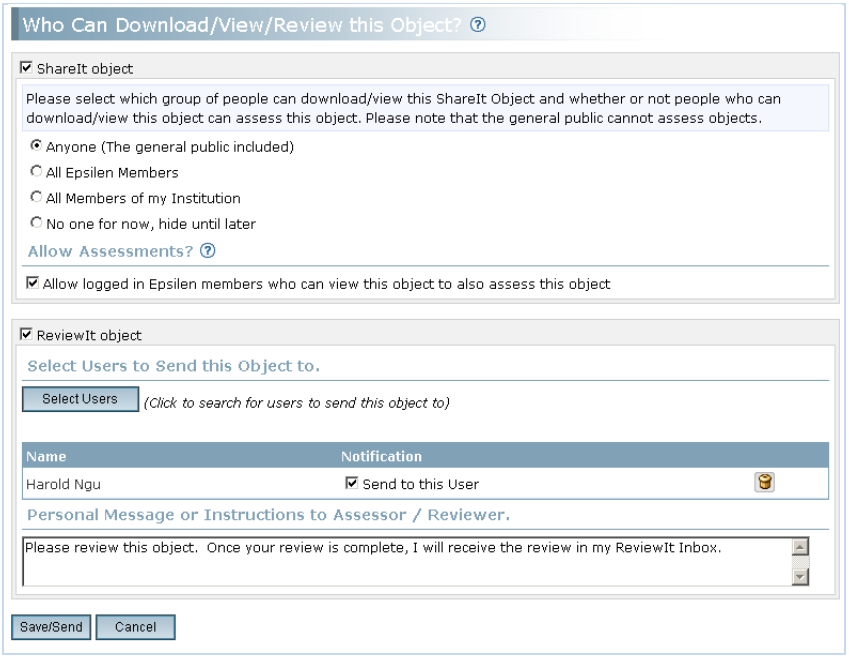

Who Can Download/View/Review this Object?
ShareIt object
Please select which group of people can download/view this ShareIt Object and whether or not people who can download/view this object can assess this object. Please note that the general public cannot assess objects.
Anyone (The general public included)
All Epsilen Members
All Members of my Institution
No one for now, hide until later
Allow Assessments?
Allow logged in Epsilen members who can view this object to also assess this object
ReviewIt object
Select Users to Send this Object to.
Select Users
(Click to search for users to send this object to)
Name
Notification
Harold Ngu
Send to this User
Personal Message or Instructions to Assessor / Reviewer.
Please review this object. Once your review is complete, I will receive the review in my ReviewIt Inbox.
Save/Send
Cancel

Figure 5

Sending a ShareIt Object

To Send a ShareIt Object

1. Click the **Send** button or the button.
2. Complete the fields/choices as described in the following table:

Field	Function
ReviewIt Object	Check the box if you would like to send this object to Epsilen members of your choice for their review.
Users to Send Object To	Select the Epsilen users that you would like to review this object.
Personal Message/Instructions to Assessor/Reviewer	Enter your message to your selected reviewers.

3. When you have finished filling out the information, click the **Save/Send** button. You will be returned to the **ShareIt** page.

Figure 6 displays the **Who Can Download/View/Review This Object?** screen.

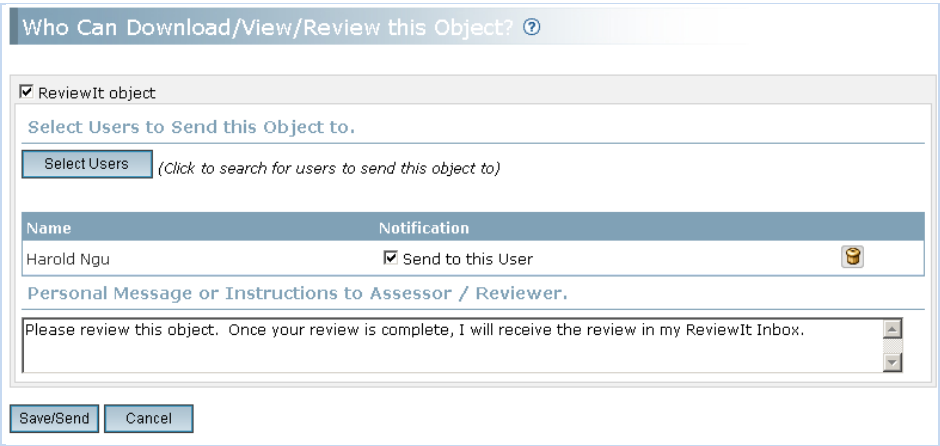

Who Can Download/View/Review this Object?
ReviewIt object
Select Users to Send this Object to.
Select Users
(Click to search for users to send this object to)
Name
Notification
Harold Ngu
Send to this User
Personal Message or Instructions to Assessor / Reviewer.
Please review this object. Once your review is complete, I will receive the review in my ReviewIt Inbox.
Save/Send
Cancel

Figure 6

Managing Object Reflections

To Add an Object Reflection

1. Click the button to open the **Reflections** popup page.
2. Enter a New Reflection and click the **Save** button. You will remain on the **Reflections** popup page where you will see a new entry for your reflection.

To Edit an Object Reflection

1. Click the button for a reflection.
2. Modify the reflection and click the **Update** button. You will remain on the **Reflections** popup page where you will see a modified entry for your reflection.

To Delete an Object Reflection

1. Click the button for a reflection.
2. Click the **OK** button to confirm the deletion. You will remain on the **Reflections** popup page where you will no longer see the reflection you deleted.

Figure 7 displays the **Reflections** screen.

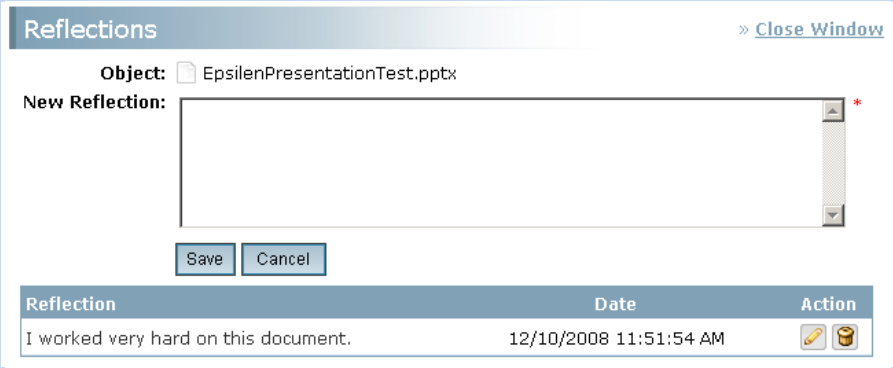


Figure 7

Viewing Assessed Objects

To View your Assessed Objects

1. Click the **View Assessed Objects** button in the left menu. You will see the **Assessed Objects** page with the **My Assess Objects** tab selected and a list of your assessed objects displayed with each rating received.

To View Objects you have Assessed

1. Click the **Objects I Have Assessed** tab. You will see a list of objects that you have assessed for others, including the title, description, assessment and rating for each object.

Figure 8 displays the **My Assessed Objects** screen.

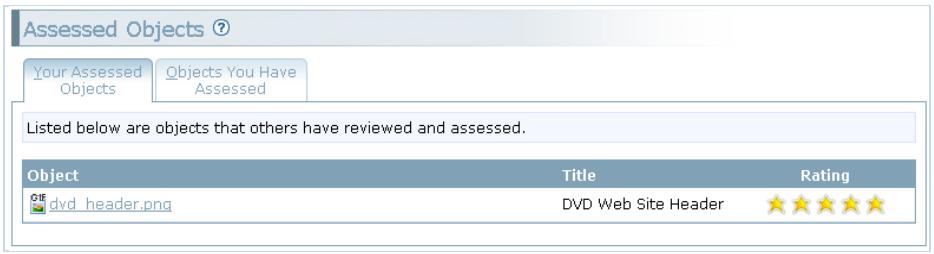


Figure 8

Figure 9 displays the **Objects I Have Assessed** screen.

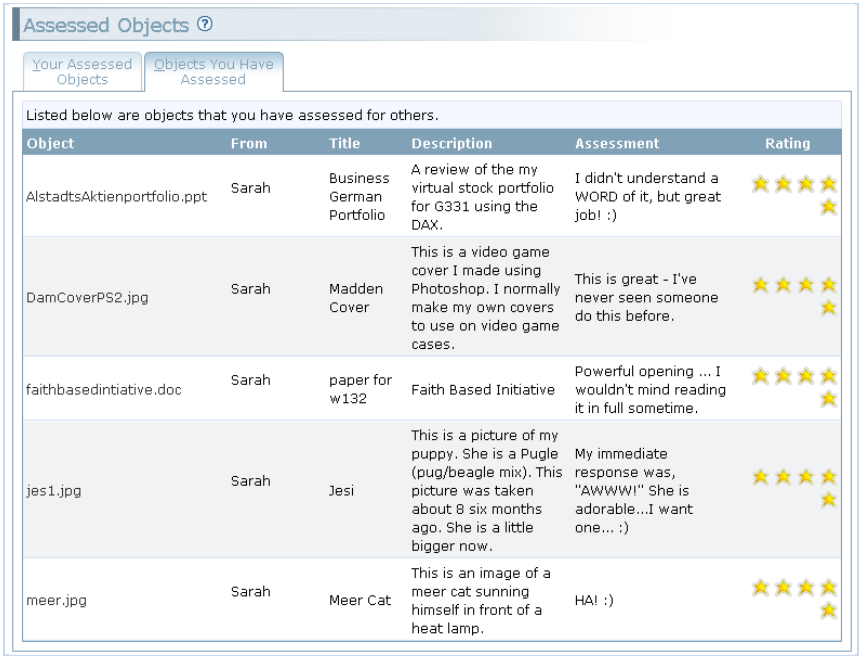

Assessed Objects
Your Assessed Objects
Objects You Have Assessed
Listed below are objects that you have assessed for others.
Object
From
Title
Description
Assessment
Rating
AlstadtsAktienportfolio.ppt
Sarah
Business German Portfolio
A review of the my virtual stock portfolio for G331 using the DAX.
I didn't understand a WORD of it, but great job! :)
DamCoverPS2.jpg
Sarah
Madden Cover
This is a video game cover I made using Photoshop. I normally make my own covers to use on video game cases.
This is great - I've never seen someone do this before.
faithbasedintiative.doc
Sarah
paper for w132
Faith Based Initiative
Powerful opening ... I wouldn't mind reading it in full sometime.
jes1.jpg
Sarah
Jesi
This is a picture of my puppy. She is a Pugle (pug/beagle mix). This picture was taken about 8 six months ago. She is a little bigger now.
My immediate response was, "AWWW!" She is adorable...I want one... :)
meer.jpg
Sarah
Meer Cat
This is an image of a meer cat sunning himself in front of a heat lamp.
HA! :)

Figure 9

Review Objects

To View a list of Objects for your Review

1. Click the **Review Objects** button in the left menu. You will see the **Review Objects** page displayed with the **Review Objects (Please Review)** tab selected.

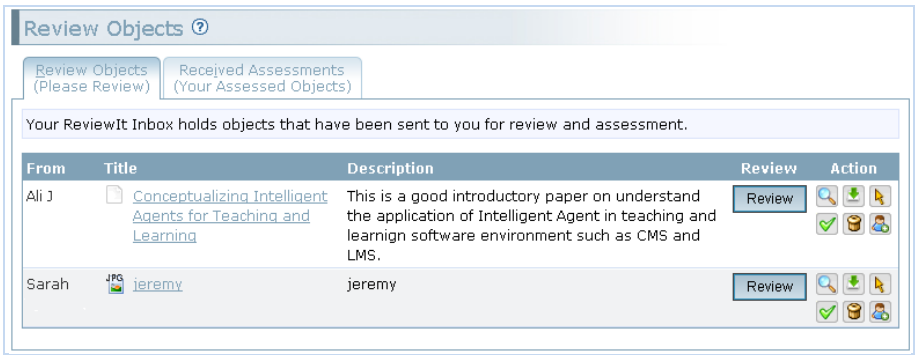

Review Objects
Review Objects (Please Review)
Received Assessments (Your Assessed Objects)
Your ReviewIt Inbox holds objects that have been sent to you for review and assessment.
From
Title
Description
Review
Action
Ali J
Conceptualizing Intelligent Agents for Teaching and Learning
This is a good introductory paper on understand the application of Intelligent Agent in teaching and learnign software environment such as CMS and LMS.
Review
Sarah
jeremy
jeremy
Review

Figure 10

Definitions

My Reviewed Objects allows you to view the reviewed that you have received for each ShareIt object that you sent to specific Epsilen members.

Review: Clicking the **Review** button allows you to review/assess a ShareIt object.

View Object: Clicking the button or the file name link allows you to view the Object Details for a ShareIt object that you have been asked to review.

Download Object: Clicking the button allows you to download the ShareIt object that you have been asked to review.

Open Web Page: Clicking the button allows you to visit the web page/URL associated to the ShareIt object you have been asked to review.

Assess/Review Object: Clicking the button allows you to review/assess a ShareIt object.

Remove Object: Clicking the button allows you to remove a ShareIt object from your list of objects to review without providing a review/assessment.

Add Person To Network: Clicking the button allows you to add the sender of a ShareIt object to one or more of your Networks.

Review an Object

To Review an Object

1. Click the **Review** button or the button for a ShareIt object.
2. Complete the fields/choices as described in the following table:

Field	Function
Your Rating	Rate the object on the A-F scale.
Assessment	Provide your feedback to the user asking for your review.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Review Objects (Please Review)** page where you will no longer see the ShareIt object you just assessed/reviewed.

Figure 11 displays the **Assess Object** screen.

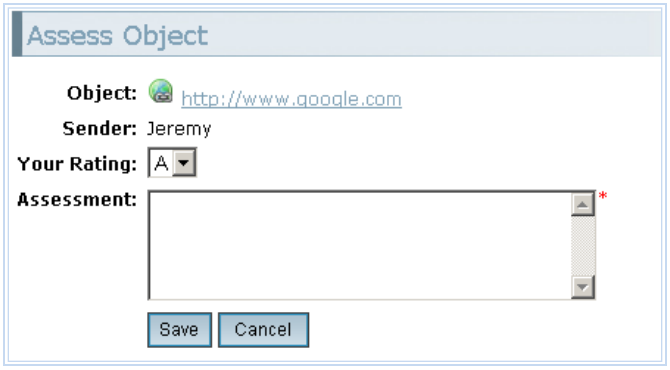


Figure 11

Take Notes

Description

The **Take Notes** tool is an online notebook, and each Epsilen member is provided by default a Take Notes file for personal use. In addition, upon joining a Course or Group each member is provided a Take Notes file for that Course or Group. Entries in a Take Notes file may be edited, sent, or deleted; however, Course or Group Notes must be created within the Course or Group before they appear on your ePortfolio page.

Purpose

Creating a Take Notes file allows you to make note entries from lectures, chats, assigned readings, or other lesson activities. You may edit, send, or delete a Take Notes file.

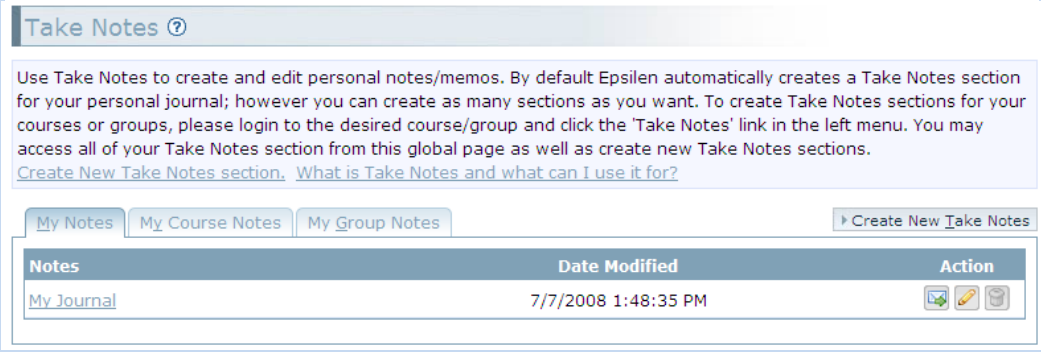

Take Notes
Use Take Notes to create and edit personal notes/memos. By default Epsilen automatically creates a Take Notes section for your personal journal; however you can create as many sections as you want. To create Take Notes sections for your courses or groups, please login to the desired course/group and click the 'Take Notes' link in the left menu. You may access all of your Take Notes section from this global page as well as create new Take Notes sections.
Create New Take Notes section.
What is Take Notes and what can I use it for?
My Notes
My Course Notes
My Group Notes
Create New Take Notes
Notes
Date Modified
Action
My Journal
7/7/2008 1:48:35 PM

Figure 1

Definitions

My Course Notes allows you to edit, delete and send Course Notes that you have created in each of your courses.

My Group Notes allows you to edit, delete and send Group Notes that you have created in each of your groups.

Create New Note: Clicking the **Create New Note** button allows you to create a new Note in your **My Notes** section.

Send: Clicking the button allows you to send your Notes to another Epsilen member.

Edit: Clicking the button allows you to edit a Note.

Delete: Clicking the button allows you to delete a Note.

Creating a New Note

To Create a New Note

1. Click the **Create New Note** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Enter a title to your new Note.
Content	See "Using the HTML Editor".

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Take Notes** page where you will see a new entry for your new Note.

Figure 2 displays the **Create New Take Notes** screen.

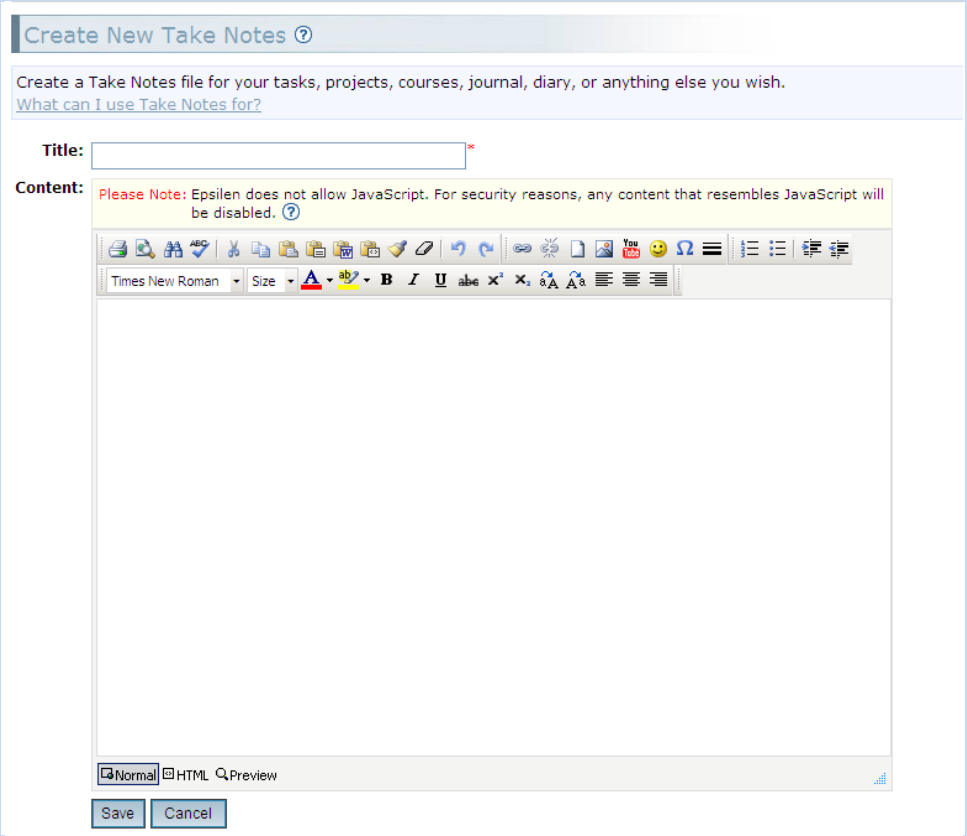

Create New Take Notes
Create a Take Notes file for your tasks, projects, courses, journal, diary, or anything else you wish.
What can I use Take Notes for?
Title:
Content:
Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.
Times New Roman
Size
Normal
HTML
Preview
Save
Cancel

Figure 2

Editing a Note

To Edit a Note

1. Click the button for a Note.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	Edit the title of your Note, if desired.
Content	See "Using the HTML Editor"

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Take Notes** page where you will see a modified entry for your Note.

Figure 4 displays the **Edit Note** screen.

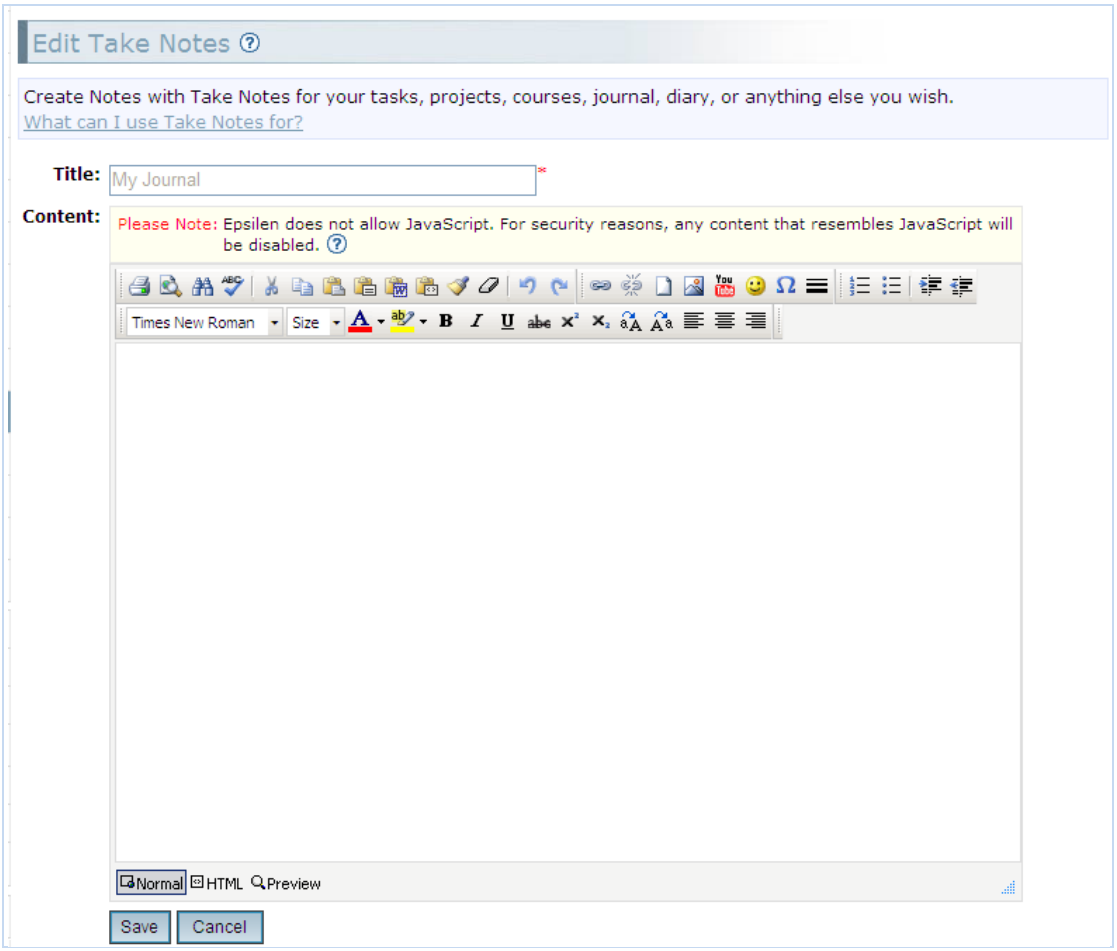

Edit Take Notes
Create Notes with Take Notes for your tasks, projects, courses, journal, diary, or anything else you wish.
What can I use Take Notes for?
Title:
My Journal
Content:
Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.
Times New Roman
Size
Normal
HTML
Preview
Save
Cancel

Figure 4

Sending a Note

To Send an Note

1. Click the button to open the **Send Notes to Epsilen Member** popup page.
2. Enter a name to search for and click the **Search** button. You will see a list of Epsilen members that meet your search criteria.
3. Click the button to the right of a member to send your Note to that member. You will remain on the **Send Notes to Epsilen Member** popup page where you may repeat steps 1-3 as many times as you wish.

Figure 5 displays the **Send Notes to Epsilen Member** screen.

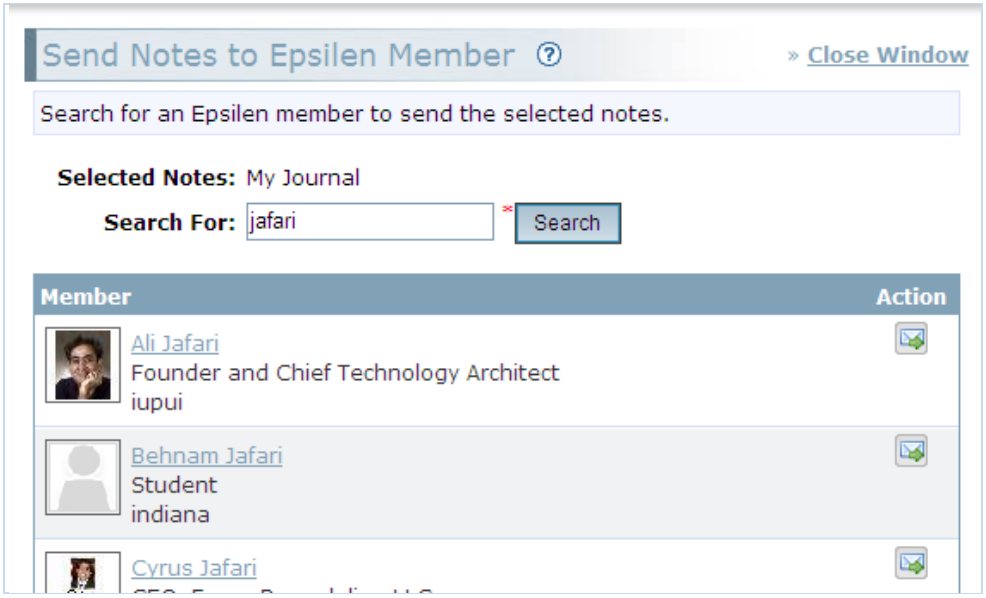


Figure 5

Search Epsilen

Description

The Search Epsilen page contains several search fields to help users connect with content and other Epsilen members with whom they have common interests. The page also offers a feature that allows members to view a list of the Epsilen ePortfolio pages that have had or currently have the greatest number of Visitors, Blogs, Showcase items, ShareIt Files, Pictures, and Videos.

Purpose

The Search Epsilen page is used to locate Blogs, ShareIt objects, Groups, Courses, Pictures, Videos, and other Epsilen members whose interests correspond to those of the logged-in user. It can also be used to view the ePortfolio pages of Epsilen members who have added the greatest number of the items listed above.

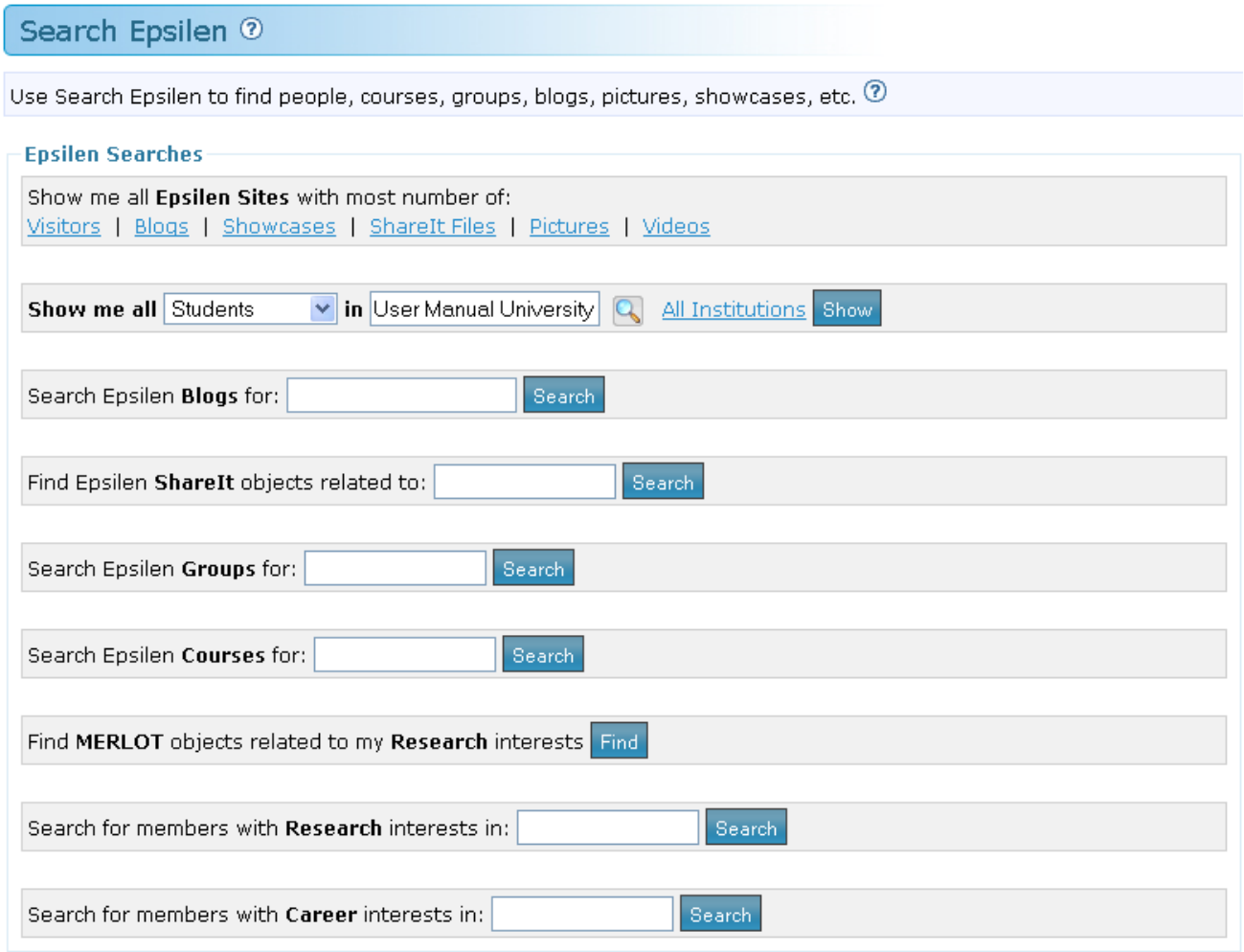

Search Epsilen
Use Search Epsilen to find people, courses, groups, blogs, pictures, showcases, etc.
Epsilen Searches
Show me all Epsilen Sites with most number of:
Visitors | Blogs | Showcases | ShareIt Files | Pictures | Videos
Show me all Students in User Manual University All Institutions Show
Search Epsilen Blogs for: Search
Find Epsilen ShareIt objects related to: Search
Search Epsilen Groups for: Search
Search Epsilen Courses for: Search
Find MERLOT objects related to my Research interests Find
Search for members with Research interests in: Search
Search for members with Career interests in: Search

Figure 1

To search:

1. Click the Search Epsilen link from the left navigation menu of the MyPortal interface. The Search Epsilen page will display.
2. Enter a keyword in the desired field to locate items that contain or are associated with the keyword(s). Click the **Search** button to display results.

The topmost section found under the Epsilen Searches subheading is called 'Show me all Epsilen Sites with the most number of:' and displays a list of the Epsilen ePortfolio pages that have had or currently have the greatest number of Visitors, Blogs, Showcase items, ShareIt Files, Pictures, and Videos.

To view Epsilen's leaders in these areas:

1. Click the link that corresponds to the area of interest. A popup window will display with results.
2. Click on an Epsilen member's name in the popup window to be linked to the user's MyCorner page.
3. In the Action column, click the Add to Network icon to add this member to a network or the View ePortfolio icon to view the member's ePortfolio page.

Figure 2

Time Tracker

Description

The **Time Tracker** tool provides you with the ability to measure the amount of time spent on activities such as work, lessons, events, or any other activity that you need to determine the total time spent.

Purpose

By using the Time Tracker, you can assess how you are spending your time and evaluate where you may need to improve your efficiency.

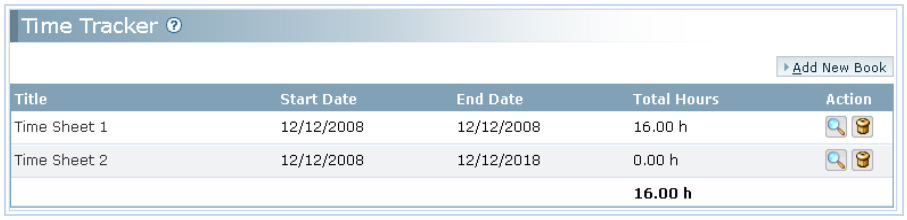


Figure 1

Definitions

Add New Book: Clicking the **Add New Book** button allows you to create a new Time Tracker book.

View: Clicking the button allows you to view a Time Tracker book and the entries within it.

Delete: Clicking the button allows you to delete a Time Tracker book.

Adding a New Book

To Add a New Book

1. Click the **Add New Book** button to open the **Add New Book** popup page.
2. Enter a **Book Title** and then click the **Add Book** button. You will see a message stating that the new book was added successfully, and then the popup window will close automatically. You will be returned to the **Time Tracker** page where you will see a new entry for your new Time Tracker book.

Figure 2 displays the Add New Book screen.

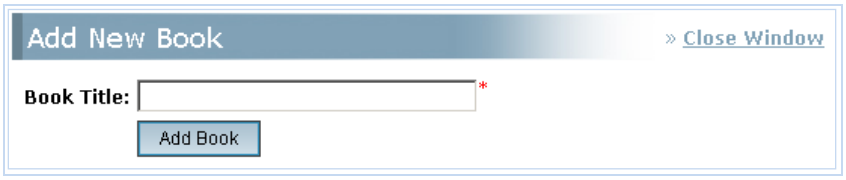


Figure 2

Adding a New Entry

To Add a New Entry

1. Click the button for a Time Tracker book to open the **Book Events** page.
2. Click the **Add New Entry** button to open the **Add New Entry** popup page.
3. Complete the fields/choices as described in the following table:

Field	Function
Title/Event	Enter a title for the event for identification purposes.
Date	Enter the date on which the event occurred.
Start Time	Enter the time at which the event started.
End Time	Enter the time at which the event ended.
Notes	Enter notes pertaining to the event which describe/explain it.

4. When you have finished filling in the information, click the **Add Entry** button. You will see a message stating that the entry was successfully added, and then the popup page will close automatically. You will be returned to the **Book Events** page where you will see a new entry for your new book entry.

Figure 3 displays the **Book Events** screen.

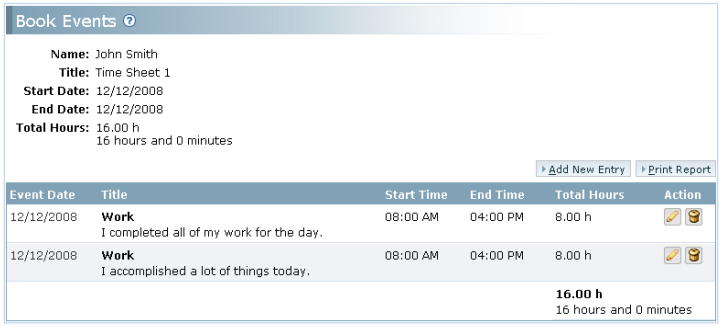


Figure 3

Figure 4 displays the **Add New Entry** screen.

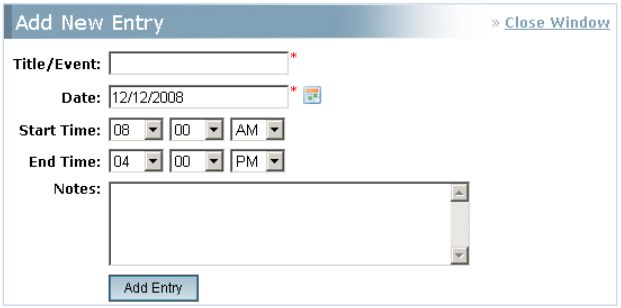


Figure 4

Editing an Entry

To Edit an Entry

1. Click the button to open the **Update Entry** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Title/Event	Enter a title for the event for identification purposes.
Date	Enter the date on which the event occurred.
Start Time	Enter the time at which the event started.
End Time	Enter the time at which the event ended.
Notes	Enter notes pertaining to the event which describe/explain it.

3. When you have finished filling in the information, click the **Update Entry** button. You will see a message stating that the entry was successfully updated, and then the popup page will close automatically. You will be returned to the **Book Events** page where you will see a modified entry for your book entry.

Figure 5 displays the **Update Entry** screen.

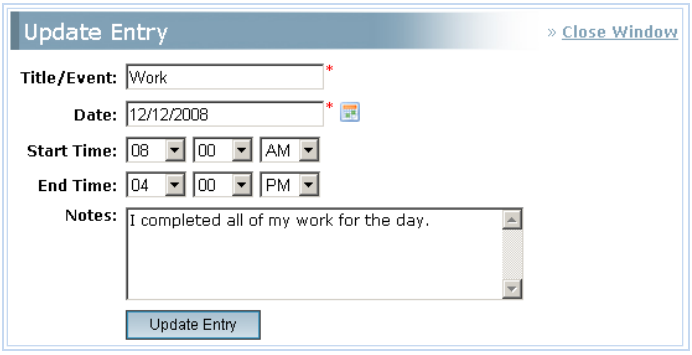


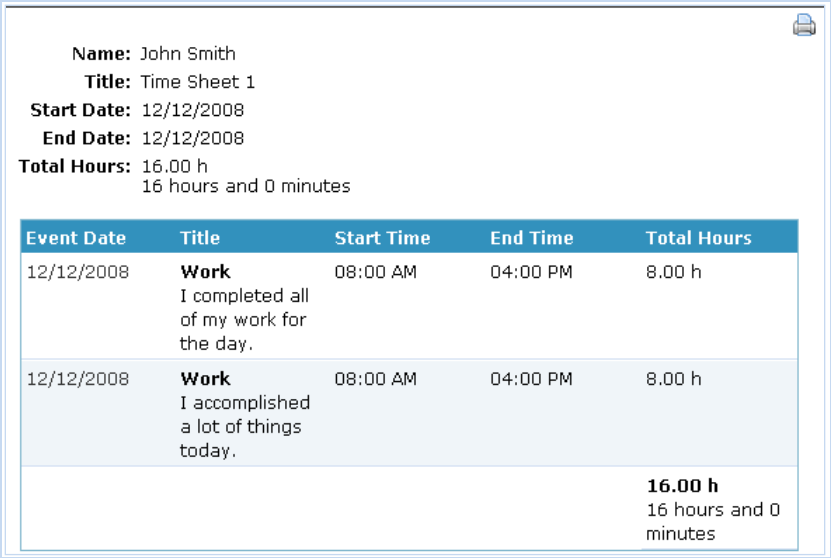
Figure 5

Printing a Book

To Print a Book

1. Click the **Print Report** button to open the Print Report popup page.
2. To print a copy of the book as it is displayed in the popup page, click the button in the upper right corner of the page. Your computer's **Print** window will appear where you may select your printer and adjust other settings as you wish before printing.

Figure 6 displays the **Print Report** screen.



Name: John Smith
Title: Time Sheet 1
Start Date: 12/12/2008
End Date: 12/12/2008
Total Hours: 16.00 h
16 hours and 0 minutes

Event Date	Title	Start Time	End Time	Total Hours
12/12/2008	**Work** I completed all of my work for the day.	08:00 AM	04:00 PM	8.00 h
12/12/2008	**Work** I accomplished a lot of things today.	08:00 AM	04:00 PM	8.00 h
				16.00 h 16 hours and 0 minutes

Figure 6

Rubrics

Description

Use the **Rubrics** tool to create lesson objectives so students are clear about what is expected prior to assessment. Some Rubrics created by other Epsilen members are available for access as a reference (Use Search Rubric to find and bookmark them), or you may create a new one for your own purpose. You may also choose to share your Rubrics with others.

Purpose

By establishing Rubrics, you can clarify for your students what your expectations are as you assess their work.

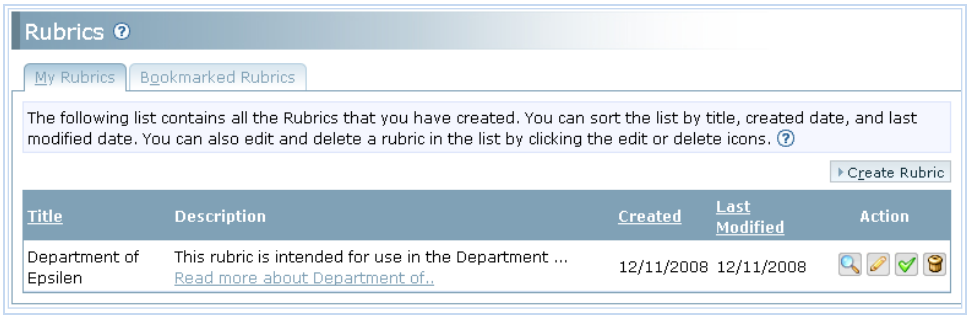

Rubrics
My Rubrics
Bookmarked Rubrics
The following list contains all the Rubrics that you have created. You can sort the list by title, created date, and last modified date. You can also edit and delete a rubric in the list by clicking the edit or delete icons.
Create Rubric
Title
Description
Created
Last Modified
Action
Department of Epsilen
This rubric is intended for use in the Department ...
Read more about Department of..
12/11/2008
12/11/2008

Figure 1

Definitions

Bookmarked Rubrics allow you to quickly access Rubrics created by other Epsilen members as a reference or to create a copy for your own purposes.

Create Rubric: Clicking the **Create Rubric** button allows you to create a new Rubric.

View: Clicking the button allows you to view a Rubric.

Edit: Clicking the button allows you to edit a Rubric.

Assign: Clicking the button allows you to assign a Rubric to one or more Course Lessons.

Delete: Clicking the button allows you to delete a Rubric.

Creating a Rubric

To Create a Rubric

1. Click the **Create Rubric** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title of a Rubric must be unique to other Rubrics you have created and is used to identify Rubrics.
Description	The description is for your internal purposes only.
Keywords	Keywords may be used to describe your Rubric so that it appears in search results for other Epsilen members.
Courses Served	List the courses in which this Rubric has been used for assessment.
Original Author/Resource URL	To protect the intellectual property of all Epsilen members, enter the Original Author or a URL (Web Address) where this Rubric was created.
Share With	Share this Rubric with No One, members of your Institution only, all Epsilen members or only Epsilen members who are Staff, Faculty or Student account types.
Rubric Content	Enter the content of your Rubric which will be used for assessment. See "Using the HTML Editor" below.
Rubrics Terms of Use	To protect the intellectual property of all Epsilen members, you must agree to the Rubric Terms of Use to create a Rubric.

3. When you have finished filling out the information, click the **Create Rubric** button. You will be returned to the **Rubrics** page where you will see a new entry for your new Rubric.

Figure 2 displays the **Create Rubric** screen.

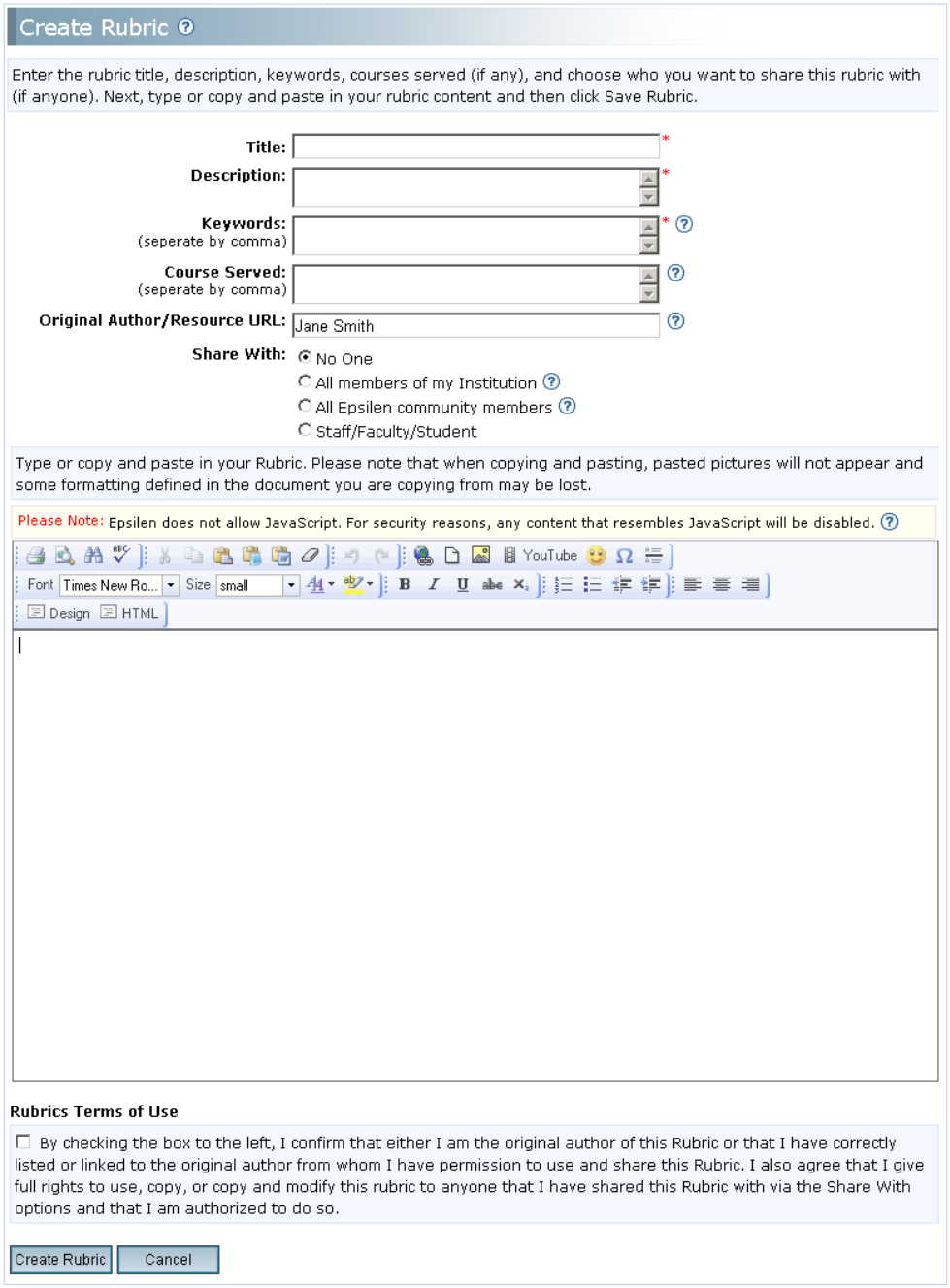

Create Rubric
Enter the rubric title, description, keywords, courses served (if any), and choose who you want to share this rubric with (if anyone). Next, type or copy and paste in your rubric content and then click Save Rubric.
Title:
Description:
Keywords:
(seperate by comma)
Course Served:
(seperate by comma)
Original Author/Resource URL:
Jane Smith
Share With:
No One
All members of my Institution
All Epsilen community members
Staff/Faculty/Student
Type or copy and paste in your Rubric. Please note that when copying and pasting, pasted pictures will not appear and some formatting defined in the document you are copying from may be lost.
Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.
YouTube
Font
Times New Ro...
Size
small
Design
HTML
Rubrics Terms of Use
By checking the box to the left, I confirm that either I am the original author of this Rubric or that I have correctly listed or linked to the original author from whom I have permission to use and share this Rubric. I also agree that I give full rights to use, copy, or copy and modify this rubric to anyone that I have shared this Rubric with via the Share With options and that I am authorized to do so.
Create Rubric
Cancel

Figure 2

Editing a Rubric

To Edit a Rubric

1. Click the button for a Rubric.
2. Complete the fields/choices as described in the following table:

Field	Function
Title	The title of a Rubric must be unique to other Rubrics you have created and is used to identify Rubrics.
Description	The description is for your internal purposes only.
Keywords	Keywords may be used to describe your Rubric so that it appears in search results for other Epsilen members.
Courses Served	List the courses in which this Rubric has been used for assessment.
Original Author/Resource URL	To protect the intellectual property of all Epsilen members, enter the Original Author or a URL (Web Address) where this Rubric was created.
Share With	Share this Rubric with No One, members of your Institution only, all Epsilen members or only Epsilen members who are Staff, Faculty or Student account types.
Rubric Content	Enter the content of your Rubric which will be used for assessment. See "Using the HTML Editor" below.
Rubrics Terms of Use	To protect the intellectual property of all Epsilen members, you must agree to the Rubric Terms of Use to create a Rubric.

3. When you have finished filling out the information, click the **Update Rubric** button. You will be returned to the **Rubrics** page where you will see a modified entry for your Rubric.

Figure 4 displays the **Update Rubric** screen.

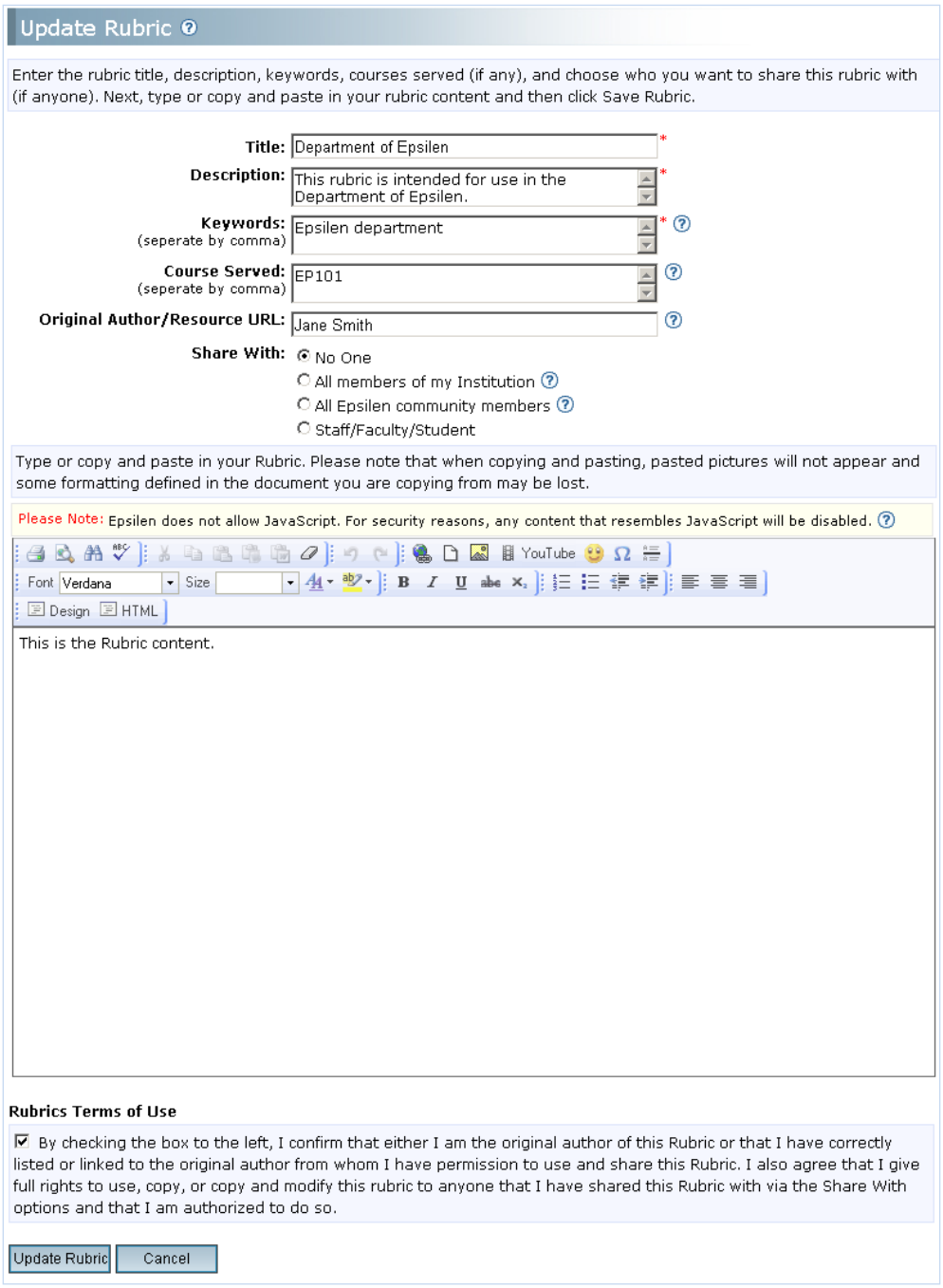

Update Rubric
Enter the rubric title, description, keywords, courses served (if any), and choose who you want to share this rubric with (if anyone). Next, type or copy and paste in your rubric content and then click Save Rubric.
Title: Department of Epsilen
Description: This rubric is intended for use in the Department of Epsilen.
Keywords: (seperate by comma) Epsilen department
Course Served: (seperate by comma) EP101
Original Author/Resource URL: Jane Smith
Share With:
No One
All members of my Institution
All Epsilen community members
Staff/Faculty/Student
Type or copy and paste in your Rubric. Please note that when copying and pasting, pasted pictures will not appear and some formatting defined in the document you are copying from may be lost.
Please Note: Epsilen does not allow JavaScript. For security reasons, any content that resembles JavaScript will be disabled.
YouTube
Font Verdana
Size
Design
HTML
This is the Rubric content.
Rubrics Terms of Use
By checking the box to the left, I confirm that either I am the original author of this Rubric or that I have correctly listed or linked to the original author from whom I have permission to use and share this Rubric. I also agree that I give full rights to use, copy, or copy and modify this rubric to anyone that I have shared this Rubric with via the Share With options and that I am authorized to do so.
Update Rubric
Cancel

Figure 4

Bookmarked Rubrics

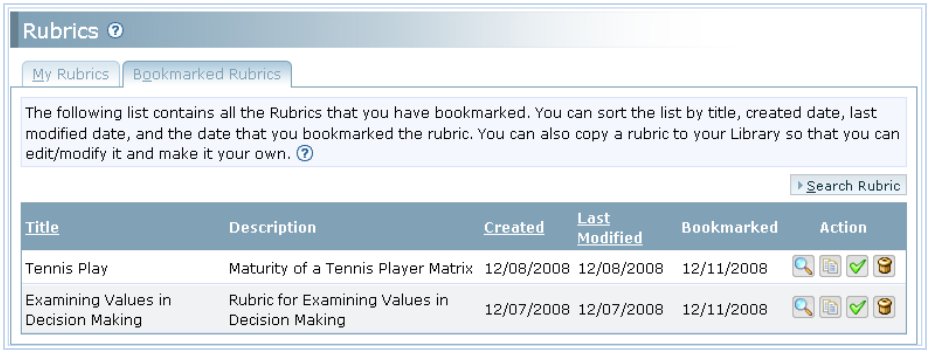

Rubrics
My Rubrics
Bookmarked Rubrics
The following list contains all the Rubrics that you have bookmarked. You can sort the list by title, created date, last modified date, and the date that you bookmarked the rubric. You can also copy a rubric to your Library so that you can edit/modify it and make it your own.
Search Rubric
Title
Description
Created
Last Modified
Bookmarked
Action
Tennis Play
Maturity of a Tennis Player Matrix
12/08/2008
12/08/2008
12/11/2008
Examining Values in Decision Making
Rubric for Examining Values in Decision Making
12/07/2008
12/07/2008
12/11/2008

Figure 5

Definitions

Search Rubric: Clicking the **Search Rubric** button allows you to search for Rubrics created by other Epsilen members, bookmark them and/or copy them into your own My Rubrics library.

View: Clicking the button allows you to view a Rubric.

Copy: Clicking the button allows you to copy a Rubric into your own My Rubrics library.

Assign: Clicking the button allows you to assign a Rubric to one or more Course Lessons.

Delete: Clicking the button allows you to remove a Rubric from your list of Bookmarked Rubrics.

Searching for Rubrics

To Search for a Rubric

1. Click the **Search Rubric** button to open the **Search Rubric** popup page.
2. Enter text into the **Search For** textbox and click the **Search** button. You will see a list of Rubrics that match what you searched for.

Figure 6 displays the **Search Rubric** screen.

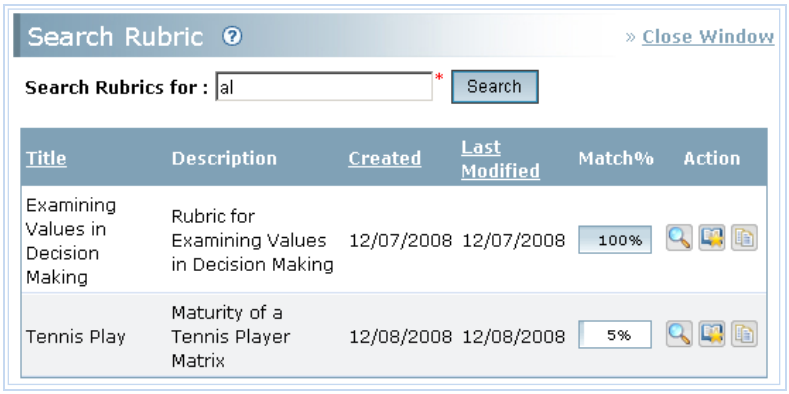


Figure 6

Definitions

View: Clicking the button allows you to view a Rubric.

Bookmark: Clicking the button allows you to add a Rubric to your list of Bookmarked Rubrics.

Copy: Clicking the button allows you to copy a Rubric into your own My Rubrics library.

Assigning a Rubric to Lessons

To Assign a Rubric to Lessons

1. Click the button for a Rubric.
2. Check the box next to each Course Lesson in the list that this Rubric should be assigned to.
3. Click the **Assign** button. You will be presented with a message that the Rubric was successfully assigned to the selected Course Lessons.

Figure 7 displays the Assign Rubric screen.

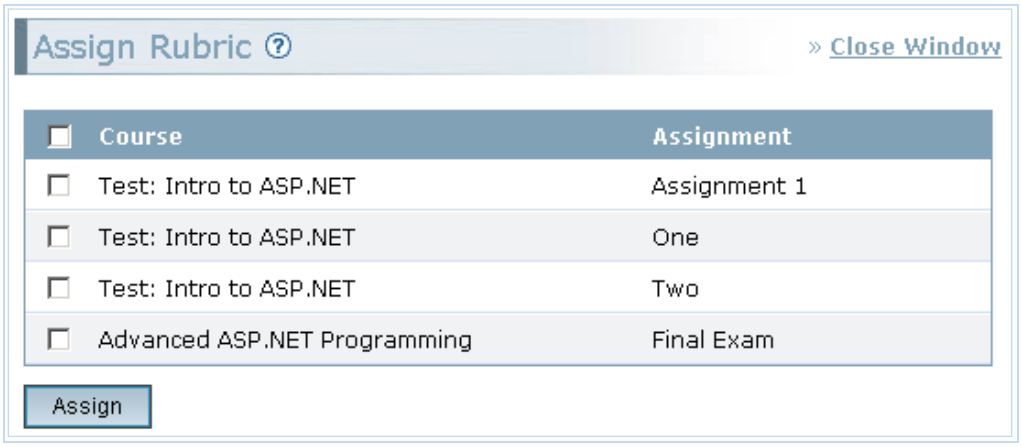


Figure 7

Visitors

Description

The **Visitors** tool allows you to view the logged information for visitors to your ePortfolio site, including the date, time, IP address, and host name for each visitor. The Visitors tool also shows the record of Access Key logins, account logins, and Epsilen members who have viewed your MyCorner page.

Purpose

By accessing the Visitors tool, you can keep track of visitors to your ePortfolio site, and when you view who has visited your MyCorner page, you can add that visitor to one or more of your Networks.

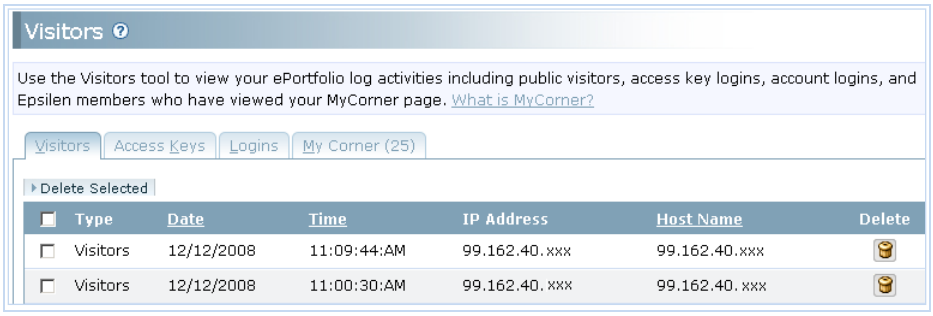


Figure 1

Definitions

Access Keys allows you to see which Access Keys have been used to access your Public ePortfolio.

Logins allows you to see successful logins to your Epsilen account.

MyCorner allows you to see Epsilen members who have visited your MyCorner page.

Sorting: Clicking the underlined column heading allows you to sort the list of Visitors by that column.

Delete: Clicking the button allows you to delete a record from the list you are viewing.

Delete Selected: Checking the box next to one or more records and clicking the **Delete Selected** button allows you to delete multiple records at one time.

Add Network Member: Clicking the button allows you to add a MyCorner visitor to one or more of your Networks.

Adding a Network Member

To Add a Network Member

1. Click the button to open the **Add Person To Network** popup page.
2. Check the box next to each Network to add this person to, and click the **Add in Selected** button. You will see a message that states the person was added successfully, and then the popup page will close automatically.

Figure 2 displays the **Add Person To Network** screen.

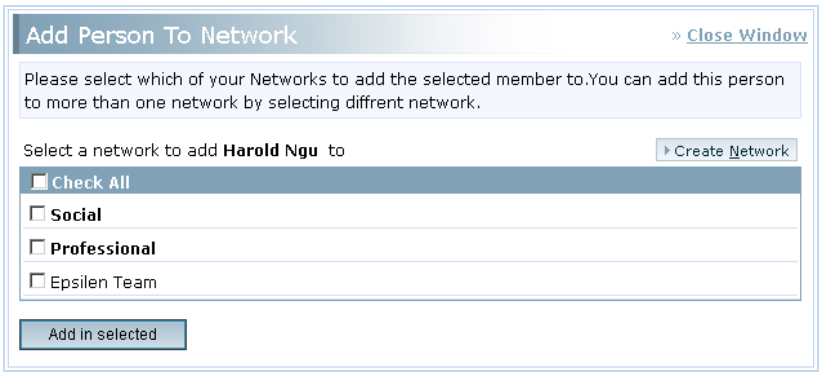

Add Person To Network
» Close Window
Please select which of your Networks to add the selected member to.You can add this person to more than one network by selecting diffrent network.
Select a network to add Harold Ngu to
Create Network
Check All
Social
Professional
Epsilen Team
Add in selected

Figure 2

Content Repository

The Content Repository link gives Faculty and Certified Faculty users a quick, convenient way to access articles, interactive features, and multimedia content from the New York Times Knowledge Network Repository.

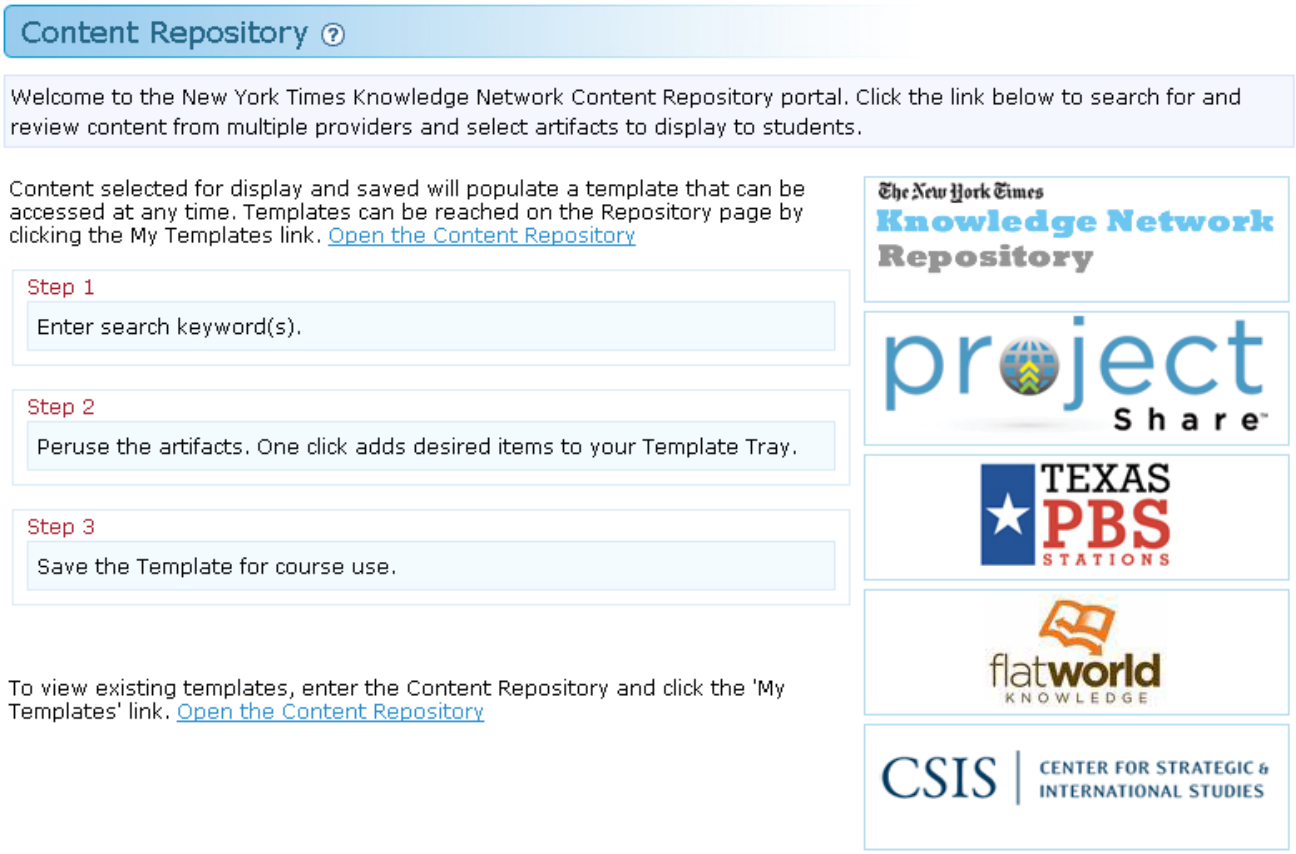

Content Repository
Welcome to the New York Times Knowledge Network Content Repository portal. Click the link below to search for and review content from multiple providers and select artifacts to display to students.
Content selected for display and saved will populate a template that can be accessed at any time. Templates can be reached on the Repository page by clicking the My Templates link. Open the Content Repository
Step 1
Enter search keyword(s).
Step 2
Peruse the artifacts. One click adds desired items to your Template Tray.
Step 3
Save the Template for course use.
To view existing templates, enter the Content Repository and click the 'My Templates' link. Open the Content Repository
The New York Times Knowledge Network Repository
project Share
TEXAS PBS STATIONS
flatworld KNOWLEDGE
CSIS CENTER FOR STRATEGIC & INTERNATIONAL STUDIES

Figure 3

To access New York Times content, click the Content Repository link in the left navigation menu. The Content Repository page, shown above, will display. Click the Open the Content Repository link to search for content or access previously-created templates in another window or tab. Templates created here can be used within a course as well.

Help / FAQ

Description

Use the **Help / Frequently Asked Questions** tool to request help from the Help Desk or to search for answers to questions that other Epsilen users have asked previously when they needed assistance. If after searching the FAQs you don't find the answer to your question, please go to the Help Desk to request more help.

Purpose

By accessing the Help / Frequently Asked Questions, you will find that the Epsilen Team is dedicated to helping you navigate within the Epsilen Environment so you can use its tools to achieve maximum utilization.

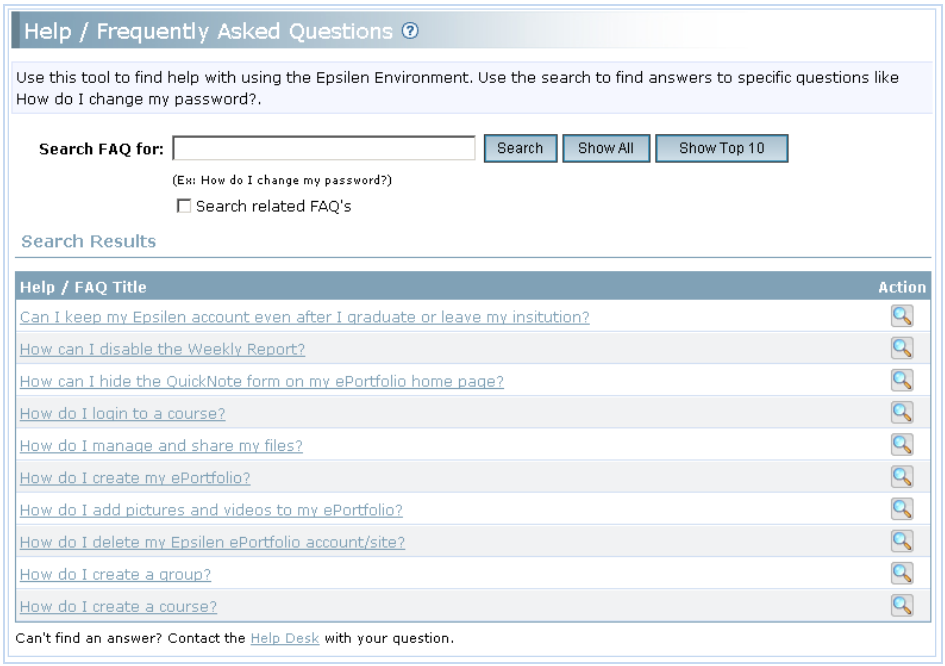

Help / Frequently Asked Questions
Use this tool to find help with using the Epsilen Environment. Use the search to find answers to specific questions like How do I change my password?.
Search FAQ for:
Search
Show All
Show Top 10
(Ex: How do I change my password?)
Search related FAQ's
Search Results
Help / FAQ Title
Action
Can I keep my Epsilen account even after I graduate or leave my insitution?
How can I disable the Weekly Report?
How can I hide the QuickNote form on my ePortfolio home page?
How do I login to a course?
How do I manage and share my files?
How do I create my ePortfolio?
How do I add pictures and videos to my ePortfolio?
How do I delete my Epsilen ePortfolio account/site?
How do I create a group?
How do I create a course?
Can't find an answer? Contact the Help Desk with your question.

Figure 1

Definitions

Search: Enter a value in the **Search FAQ** for textbox and click the **Search** button to locate Frequently Asked Questions which directly relate to the problem you need help with.

Show All: Clicking the **Show All** button allows you to see a full list of all Frequently Asked Questions.

Show Top 10: Clicking the **Show Top 10** button allows you to see the Top 10 most Frequently Asked Questions.

View: Clicking the button allows you to view a Help/FAQ item and rate its usefulness.

Viewing/Rating a Help/FAQ Item

To View/Rate a Help/FAQ Item

1. Click the **Help/FAQ Title** link or the button to open the **View FAQ** popup page.
2. When you are finished reading the help information, if you would like to rate the Help/FAQ item, complete the fields/choices as described in the following table:

Field	Function
How useful was this information?	Select an option from the list to indicate how helpful the Help information was to you. Options: not useful, somewhat useful, useful, very useful, extremely useful.
Comments	Enter a comment about how helpful the Help information was for you.

3. When you have finished filling out the information, click the **Submit Rating** button. You will remain on the **View FAQ** popup page with a message thanking you for your rating.

Figure 2 displays the **View FAQ** screen.

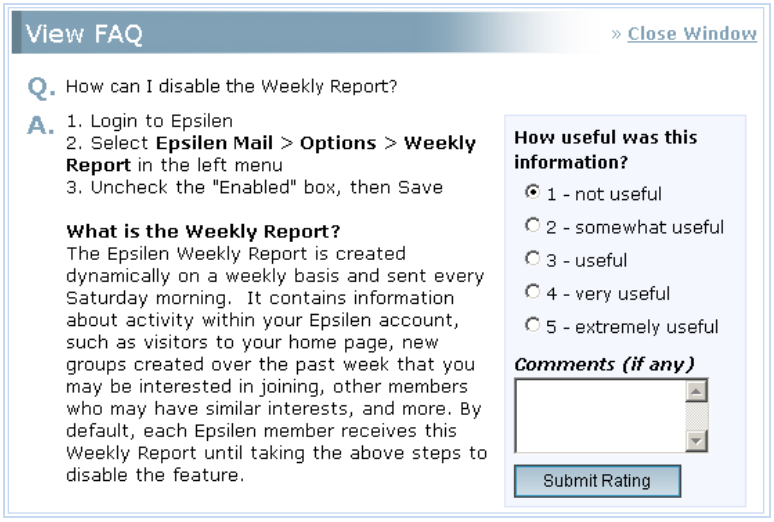

View FAQ
» Close Window
Q. How can I disable the Weekly Report?
A. 1. Login to Epsilen
2. Select Epsilen Mail > Options > Weekly Report in the left menu
3. Uncheck the "Enabled" box, then Save
What is the Weekly Report?
The Epsilen Weekly Report is created dynamically on a weekly basis and sent every Saturday morning. It contains information about activity within your Epsilen account, such as visitors to your home page, new groups created over the past week that you may be interested in joining, other members who may have similar interests, and more. By default, each Epsilen member receives this Weekly Report until taking the above steps to disable the feature.
How useful was this information?
1 - not useful
2 - somewhat useful
3 - useful
4 - very useful
5 - extremely useful
Comments (if any)
Submit Rating

Figure 2

Requesting Help from the Help Desk

To Request Help from the Help Desk

1. Click the **Help Desk** to open the **Help Desk** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Topic/Help Desk	Select a Help Desk topic to help the support team better address your needs.
Your Name	Enter your name for identification purposes.
Your Email Address	Enter you email address for identification purposes and to enable communication from the support team.
Message Subject	Enter a brief subject to summarize your issue.
Message	Enter a message which explains the problem you are having and what you need help with, including as much detail as possible.

3. When you have finished filling out the information, click the **Send Message** button. You will remain on the **Help Desk** popup page with a message stating that your Help Desk message was sent successfully.

Figure 3 displays the **Help Desk** screen.

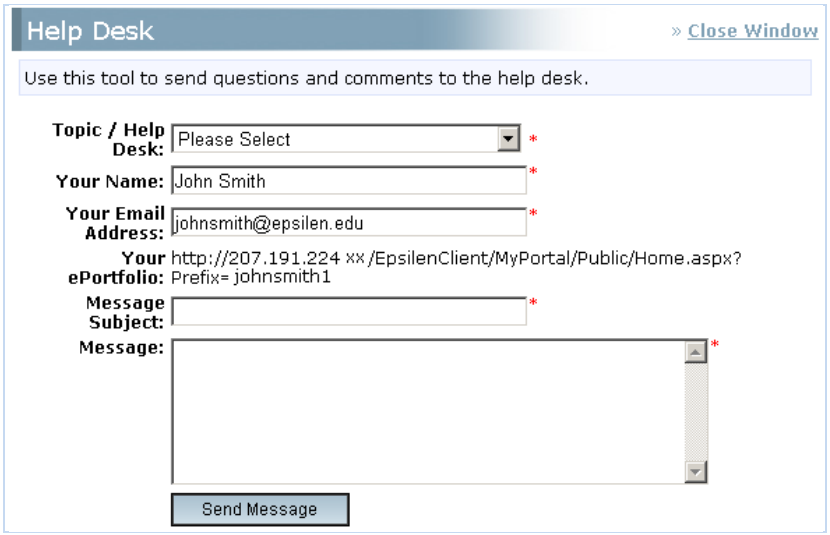


Figure 3

Change Password

Description

Use the **Change Password** tool to keep your Epsilen account secure by creating a strong password.

Purpose

When you use the Change Password tool to create a strong password for your Epsilen account, you can protect your files, folders, and account activities.

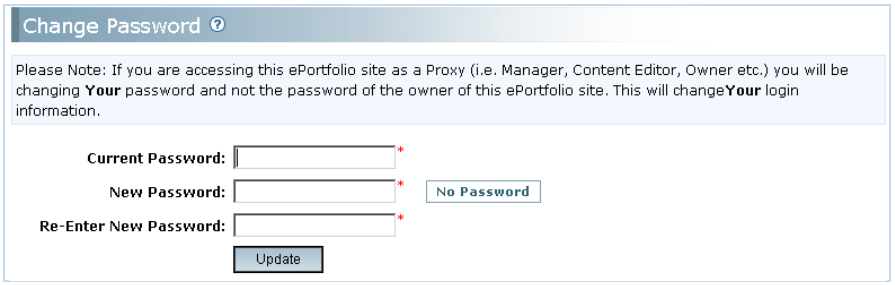

Change Password
Please Note: If you are accessing this ePortfolio site as a Proxy (i.e. Manager, Content Editor, Owner etc.) you will be changing Your password and not the password of the owner of this ePortfolio site. This will changeYour login information.
Current Password:
New Password:
No Password
Re-Enter New Password:
Update

Figure 1

Changing Your Password

To Change Your Password

1. Complete the fields/choices as described in the following table:

Field	Function
Current Password	Enter your current password for your Epsilen account.
New Password	Enter a new password for your account.
Re-Enter New Password	Enter the new password again to prevent the possibility of making a mistake when typing it the first time.

2. When you have finished filling out the information, click the **Update** button. You will remain on the **Change Password** page with message stating that your password was changed successfully.

Show/Hide Tools

Description

Use the **Show / Hide Tools** options by checking the box next to each tool you wish to display on your ePortfolio page. For example, you may wish to check the box next to Showcase so the Showcase link will appear on the left menu of your ePortfolio, and you want to exhibit Showcase items to your visitors. However, if you do not have any Rubrics, you would not want to check the box to have the Rubrics link appear on the left menu of your ePortfolio.

Purpose

The **Show / Hide Tools** options simplify your left menu to display only those links you need.

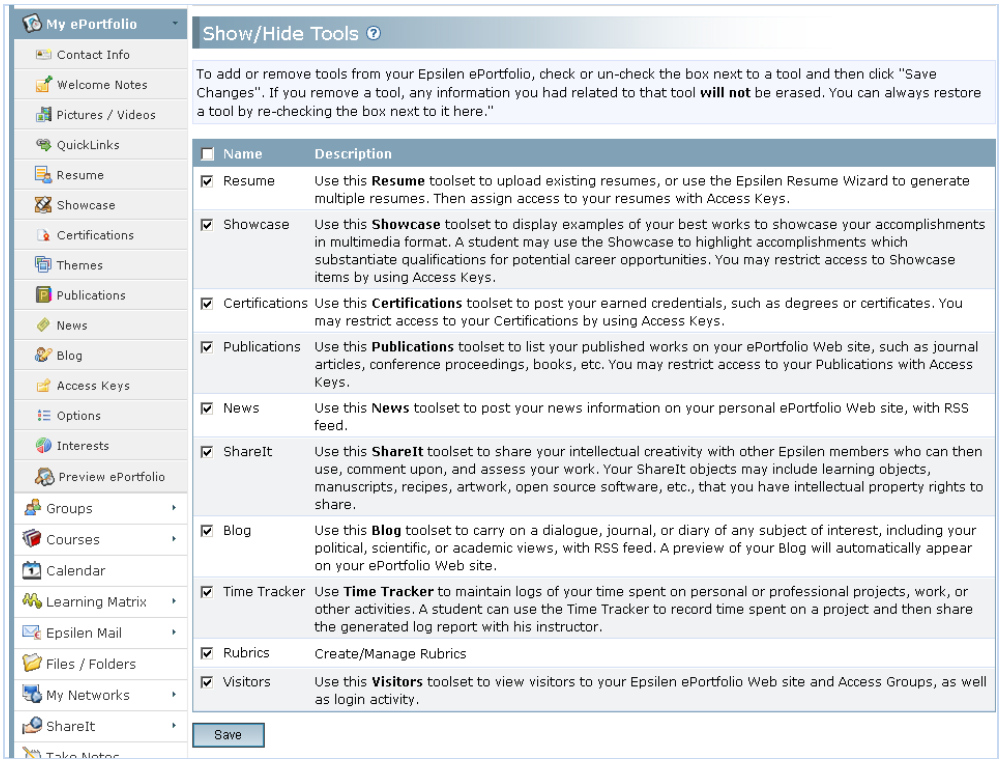

My ePortfolio
Contact Info
Welcome Notes
Pictures / Videos
QuickLinks
Resume
Showcase
Certifications
Themes
Publications
News
Blog
Access Keys
Options
Interests
Preview ePortfolio
Groups
Courses
Calendar
Learning Matrix
Epsilen Mail
Files / Folders
My Networks
ShareIt
Show/Hide Tools
To add or remove tools from your Epsilen ePortfolio, check or un-check the box next to a tool and then click "Save Changes". If you remove a tool, any information you had related to that tool will not be erased. You can always restore a tool by re-checking the box next to it here."
Name
Description
Resume
Use this Resume toolset to upload existing resumes, or use the Epsilen Resume Wizard to generate multiple resumes. Then assign access to your resumes with Access Keys.
Showcase
Use this Showcase toolset to display examples of your best works to showcase your accomplishments in multimedia format. A student may use the Showcase to highlight accomplishments which substantiate qualifications for potential career opportunities. You may restrict access to Showcase items by using Access Keys.
Certifications
Use this Certifications toolset to post your earned credentials, such as degrees or certificates. You may restrict access to your Certifications by using Access Keys.
Publications
Use this Publications toolset to list your published works on your ePortfolio Web site, such as journal articles, conference proceedings, books, etc. You may restrict access to your Publications with Access Keys.
News
Use this News toolset to post your news information on your personal ePortfolio Web site, with RSS feed.
ShareIt
Use this ShareIt toolset to share your intellectual creativity with other Epsilen members who can then use, comment upon, and assess your work. Your ShareIt objects may include learning objects, manuscripts, recipes, artwork, open source software, etc., that you have intellectual property rights to share.
Blog
Use this Blog toolset to carry on a dialogue, journal, or diary of any subject of interest, including your political, scientific, or academic views, with RSS feed. A preview of your Blog will automatically appear on your ePortfolio Web site.
Time Tracker
Use Time Tracker to maintain logs of your time spent on personal or professional projects, work, or other activities. A student can use the Time Tracker to record time spent on a project and then share the generated log report with his instructor.
Rubrics
Create/Manage Rubrics
Visitors
Use this Visitors toolset to view visitors to your Epsilen ePortfolio Web site and Access Groups, as well as login activity.
Save

Figure 1

Showing/Hiding Tools

To Show/Hide Tools

1. Check the box next to the Name of each tool that you would like to use.
2. Uncheck the box next to the Name of each tool that you would prefer not to use.
3. Click the **Save** button. You will see a message stating that your tool list was saved successfully. Your left menu will refresh to display only those tools that you selected to "Show".

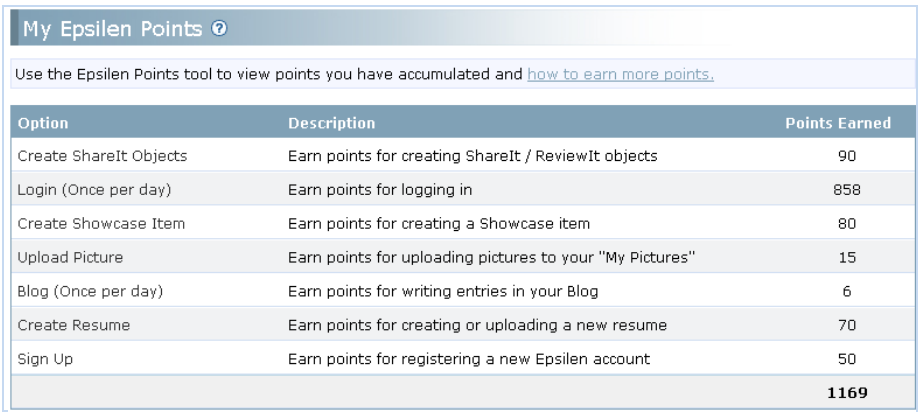
Epsilen Points

Description

The **Epsilen Points** tool is used to determine accumulated points for various member activities within the Epsilen Environment.

Purpose

Epsilen Points may be totaled and evaluated for award purposes.

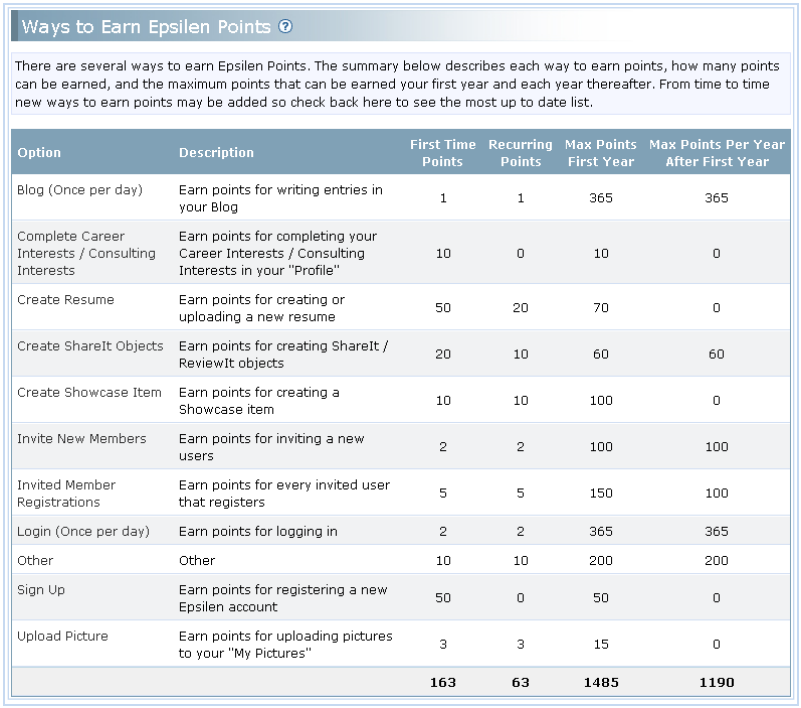


My Epsilen Points

Use the Epsilen Points tool to view points you have accumulated and how to earn more points.

Option	Description	Points Earned
Create ShareIt Objects	Earn points for creating ShareIt / ReviewIt objects	90
Login (Once per day)	Earn points for logging in	858
Create Showcase Item	Earn points for creating a Showcase item	80
Upload Picture	Earn points for uploading pictures to your "My Pictures"	15
Blog (Once per day)	Earn points for writing entries in your Blog	6
Create Resume	Earn points for creating or uploading a new resume	70
Sign Up	Earn points for registering a new Epsilen account	50
		1169

Figure 1



Ways to Earn Epsilen Points

There are several ways to earn Epsilen Points. The summary below describes each way to earn points, how many points can be earned, and the maximum points that can be earned your first year and each year thereafter. From time to time new ways to earn points may be added so check back here to see the most up to date list.

Option	Description	First Time Points	Recurring Points	Max Points First Year	Max Points Per Year After First Year
Blog (Once per day)	Earn points for writing entries in your Blog	1	1	365	365
Complete Career Interests / Consulting Interests	Earn points for completing your Career Interests / Consulting Interests in your "Profile"	10	0	10	0
Create Resume	Earn points for creating or uploading a new resume	50	20	70	0
Create ShareIt Objects	Earn points for creating ShareIt / ReviewIt objects	20	10	60	60
Create Showcase Item	Earn points for creating a Showcase item	10	10	100	0
Invite New Members	Earn points for inviting a new users	2	2	100	100
Invited Member Registrations	Earn points for every invited user that registers	5	5	150	100
Login (Once per day)	Earn points for logging in	2	2	365	365
Other	Other	10	10	200	200
Sign Up	Earn points for registering a new Epsilen account	50	0	50	0
Upload Picture	Earn points for uploading pictures to your "My Pictures"	3	3	15	0
		163	**63**	**1485**	**1190**

Figure 2

Invite New Members

Description

Use the **Invite New Members** tool to extend invitations to members of an educational institution (those who have a .edu email address) who are not already Epsilen members.

Purpose

You can help to expand the Epsilen community by inviting those you know who are not yet members but who you believe want to contribute to and participate in Epsilen activities and who will maintain the integrity of the community.

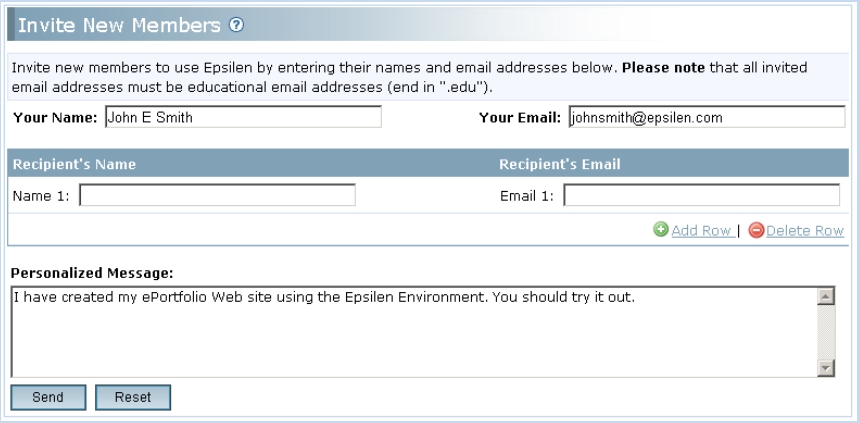

Invite New Members
Invite new members to use Epsilen by entering their names and email addresses below. Please note that all invited email addresses must be educational email addresses (end in ".edu").
Your Name: John E Smith
Your Email: johnsmith@epsilen.com
Recipient's Name
Recipient's Email
Name 1:
Email 1:
Add Row | Delete Row
Personalized Message:
I have created my ePortfolio Web site using the Epsilen Environment. You should try it out.
Send
Reset

Figure 1

Definitions

Add Row: Clicking the **Add Row** link allows you to add another Recipient's Name and Email to send an invitation to.

Delete Row: Clicking the **Delete Row** link allows you to delete the last Recipient's Name and Email from the list.

Sending an Invitation

To Send an Invitation

1. Enter a Recipient's Name and Email into the respective fields.
2. To add another recipient, click the **Add Row** link and repeat step 1.
3. To remove a recipient from the list, click the **Delete Row** link.
4. When you have finished filling in the Recipients' information, click the **Send** button. You will remain on the **Invite New Members** page where you will see a message stating that the invitations were sent successfully.

Change Security Q/A

Description

Two security questions are set when a user logs in for the first time. These questions should be personal and should have unique and/ or idiosyncratic answers so that a password may be retrieved only by the user who entered them.

Purpose

Use this tool to make sure that a password is available only to the user who set it by setting questions and answers that only you will know. Use the Change Security Q/A tool to update this information as desired.

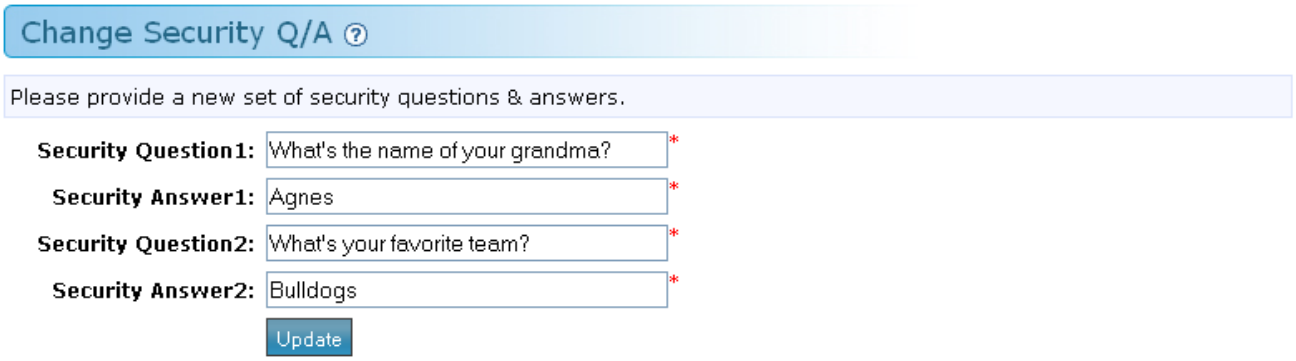

Change Security Q/A
Please provide a new set of security questions & answers.
Security Question1: What's the name of your grandma?
Security Answer1: Agnes
Security Question2: What's your favorite team?
Security Answer2: Bulldogs
Update

Figure 1

Changing Security Q/A

To change security questions and or answers, complete the following steps:

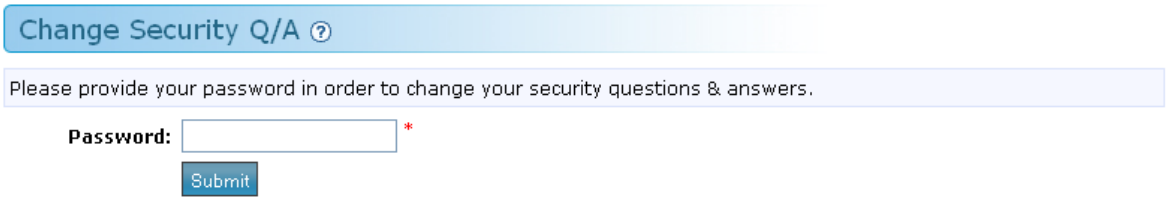


Figure 2

1. Click Change Security Q/A from the left navigation menu of the MyPortal page. The Change Security Q/A page will display.

2. Enter your current password and click the **Submit** button. The Change Security Q/A page will still display, but four Security Question and Answer fields will show instead of the Password field.

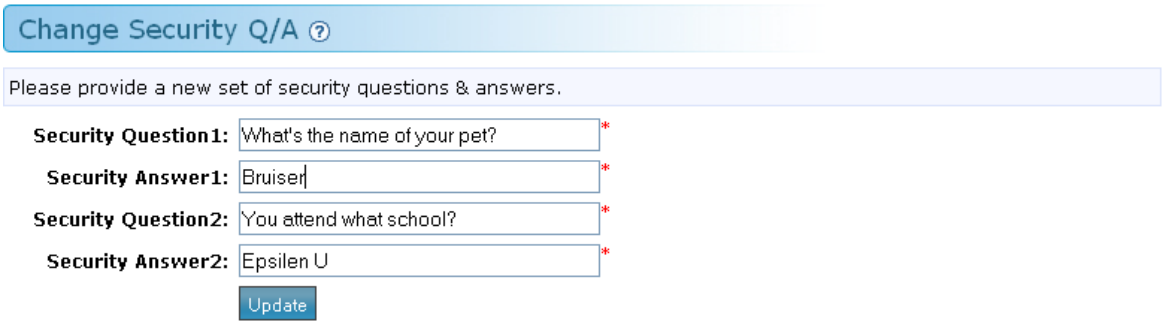

Change Security Q/A
Please provide a new set of security questions & answers.
Security Question1: What's the name of your pet?
Security Answer1: Bruiser
Security Question2: You attend what school?
Security Answer2: Epsilen U
Update

Figure 3

3. Delete the current questions and answers and enter updated questions and answers.

   NOTE: Any question or answer text may be entered here, but in order to safeguard your account, the questions and answers entered should be personal and specific to you.

4. Click the **Update** button to save the new questions and answers. A confirmation message will display.

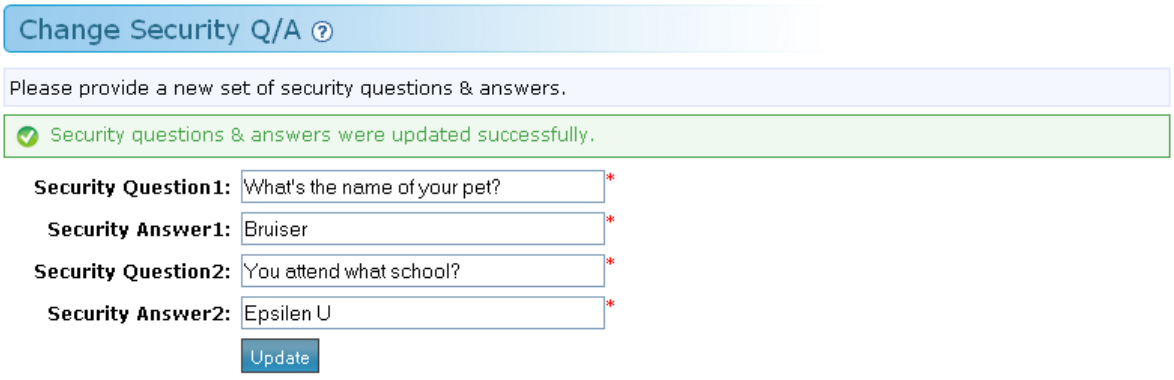

Change Security Q/A
Please provide a new set of security questions & answers.
Security questions & answers were updated successfully.
Security Question1: What's the name of your pet?
Security Answer1: Bruiser
Security Question2: You attend what school?
Security Answer2: Epsilen U
Update

Figure 4

Disable Menu Tips

Description

This simple checkbox feature can be used to hide the helpful toolset descriptions displayed when your cursor hovers over any menu item in the left navigation bar.

Purpose

If you not need or want Menu Tips to appear when your cursor hovers over any task menu item, you can check the box to hide the toolset descriptions.

Figure 1

5. Check the white box to the left of **Disable Menu Tips** (Figure 1) to hide the toolset description displayed when your cursor hovers over a task menu item in the left navigation bar (Figure 2).

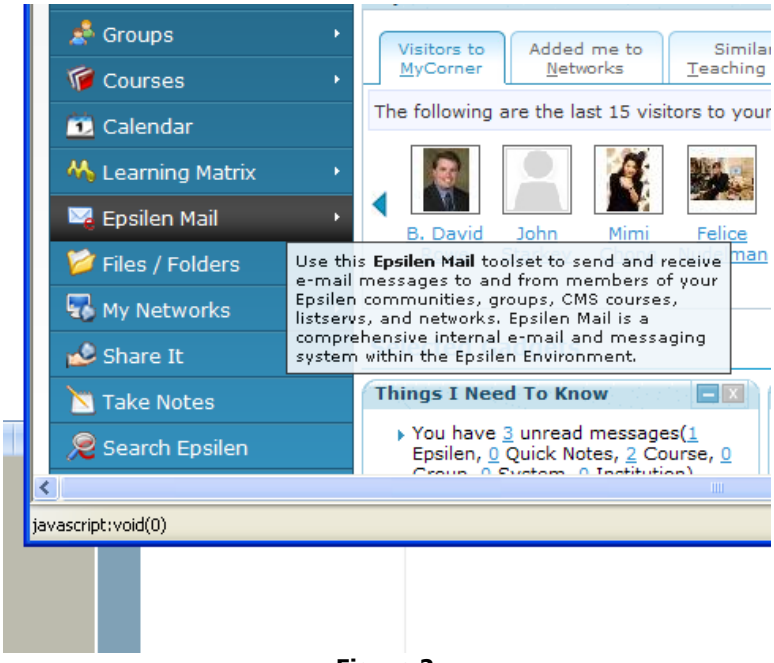

Groups
Courses
Calendar
Learning Matrix
Epsilen Mail
Files / Folders
My Networks
Share It
Take Notes
Search Epsilen
Visitors to MyCorner
Added me to Networks
The following are the last 15 visitors to your
B. David
John
Mimi
Felice
Use this Epsilen Mail toolset to send and receive e-mail messages to and from members of your Epsilen communities, groups, CMS courses, listservs, and networks. Epsilen Mail is a comprehensive internal e-mail and messaging system within the Epsilen Environment.
Things I Need To Know
You have 3 unread messages(1 Epsilen, 0 Quick Notes, 2 Course, 0
javascript:void(0)

Figure 2